DOCUMENT RESUME

ED 026 861 EM 007 071

International Rules for the Cataloguing of Educational, Scientific and Cultural Films and Filmstrips on 3" X 5" (7.5 CM X 12.5 CM) Cards. Preliminary Edition.

United Nations Educational, Scientific, Cultural Organization, Paris (France). Clearinghouse of the Dept. of Mass Communication.

Pub Date 56

Note-57p.

Available from-Mass Communication Clearing House, Unesco, Place de Fontenoy, Paris-7e, France; also, Unesco Publications Center, P.O. Box 433, 317 E. 34th St., New York, N. Y. 10016 ($.40).

EDRS Price MF-$0.25 HC-$2.95

Descriptors-•Cataloging, Educational Resources, •Films, Filmstrips, Foreign Language Films, •Information Dissemination, •International Programs, •Standards

Full use of the world's educational film resources requires standardized cataloging methods for description, evaluation, and availability entries. The establishment of an international 3" x 5" (7.5 x 12.5 cm.) card filing system by Unesco would facilitate exchange of information between all those who use or produce these films. In each card system, a distinction should be made between availability information of international value and that of national interest, with separate cards for foreign language versions. Rules for recording data on the three kinds of card entries set guidelines for the channeling of information on an international scale. (TI)

MAY 1956 No. 17

EDO 26861

Reports and Papers on Mass Communication

INTERNATIONAL RULES FOR THE CATALOGUING OF EDUCATIONAL, SCIENTIFIC AND CULTURAL FILMS AND FILMSTRIPS

Clearing House
DEPARTMENT OF MASS COMMUNICATION

UNESCO

This report is issued by the Clearing House of the Department of Mass Communication of Unesco. The purpose of the Clearing House is to collect, analyse and disseminate information on press, film, radio and television, pointing out their use for educational, cultural and scientific purposes. In carrying out this purpose, the Clearing House collaborates with international organizations, research centres and individual experts in the field of mass communication.

This series of *Reports and Papers on Mass Communication* is issued from time to time for the convenience of specialists. Unless otherwise stated, the reports may be reproduced in full or in part, provided credit is given to Unesco. The following reports and papers have so far been issued and are obtainable from the National Distributors of Unesco Publications in Member States or from Mass Communication Clearing House, Unesco, 19 avenue Kléber, Paris 16e.

REPORTS AND PAPERS ON MASS COMMUNICATION

№ 1 – *Films and Filmstrips about the work of the United Nations and its Specialized Agencies*, May 1952 (out of print).

№ 2 – *World Film Directory – Agencies concerned with educational, scientific and cultural film* – Section A: Africa; Section B: America (North, Central and South); Section C: Asia and Oceania; Section D: Europe and Section E: International, July 1952/ September 1953 (free on request).

№ 3 – *Films and Filmstrips about education*, August 1952 (free on request).

№ 4 – *Unesco Publications on mass communication – an annotated bibliography*, October 1952, (out of print) with Supplement 1954 (free on request).

№ 5 – *Television – an experiment in community reception in French villages*, August 1952 (out of print).

№ 6 – *Kerosene filmstrip and slide projectors*, November 1952 (free on request).

№ 7 – *The Daily Press – A Survey of the world situation in 1952*, December 1953 ($0.40; 2/-; 100 Fr.).

№ 8 – *Education for Journalism – 1953*, January 1954 ($0.40; 2/-; 100 Fr.).

№ 9 – *Bibliography on Filmology as related to the Social Sciences*, February 1954 ($0.40; 2/-; 100 Fr.).

№ 10 – *Newsprint Trends 1928-1951*, February 1954 ($0.40; 2/-; 100 Fr.).

№ 11 – *Paper for Printing (other than newsprint) and Writing – 1929-1951 Trends*, March 1954 ($0.40; 2/-; 100 Fr.).

№ 12 – *Paper for Printing and Writing – Tentative forecasts of demand in 1955, 1960 and 1965*, April 1954 ($0.40; 2/-; 100 Fr.).

№ 13 – *Tentative International Bibliography of works dealing with press problems (1900-1952)*, September 1954 ($0.50; 3/-; 150 Fr.).

№ 14 – *Catalogues of short films and filmstrips – selected list*, February 1955, ($0.40; 2/-; 100 Fr.).

№ 15 – *Catalogue of French ethnographical films*, May 1955, ($0.40; 2/-; 100 Fr.).

№ 16 – *Television and Tele-Clubs in rural communities*, July 1955; ($0.20; 2/-; 50 Fr.).

MC/ CH/ 17 A

Printed in the Workshops of the
United Nations Educational, Scientific and Cultural Organization
19, Avenue Kléber, Paris 16e.

ED 028071

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

INTERNATIONAL RULES FOR THE CATALOGUING OF EDUCATIONAL, SCIENTIFIC AND CULTURAL FILMS AND FILMSTRIPS

ON 3" x 5" (7.5 cm x 12.5 cm) CARDS

PRELIMINARY EDITION

EM 007071

"PERMISSION TO REPRODUCE THIS COPYRIGHTED MATERIAL HAS BEEN GRANTED BY UNESCO

TO ERIC AND ORGANIZATIONS OPERATING UNDER AGREEMENTS WITH THE U.S. OFFICE OF EDUCATION. FURTHER REPRODUCTION OUTSIDE THE ERIC SYSTEM REQUIRES PERMISSION OF THE COPYRIGHT OWNER."

Paris 1956

TABLE OF CONTENTS

		Page
FOREWORD:		3
PART I:	SUMMARY OF THE RULES AND EXAMPLES OF CARDS	5
	The different types of cards	5
	Added entries, card reference numbers, and the filing system on which they are based	6
	Margins on cards	7
	Descriptive catalogue card	
	for the original version	7
	for the foreign language versions	9
	Evaluation card	11
	Availability card	13
	for international use	13
	for national use	14
	Data sheet	16
	Evaluation sheet	19
	Example of a complete set of cards and sheets	20
	Catalogues in the form of lists	24
PART II:	RULES	25
	Section 1: Rules for descriptive cataloguing	25
	of original versions	25
	of foreign language versions	34
	Section 2: Rules for recording evaluation data	36
	Section 3: Rules for recording availability data	38
	international availability data	38
	national availability data	42
	Section 4: Rules for the assignment of card reference numbers	43
	Section 5: Specifications for 3" x 5" (7.5 cm. x 12.5 cm.) cards	45
	Section 6: Rules for the completion of the data sheet	46
APPENDIX:	DEFINITIONS OF THE MAIN TYPES OF FILMS AND FILMSTRIPS	54

FOREWORD

The Sixth Session of the General Conference of Unesco instructed the Secretariat of Unesco to study the different rules and systems now employed in evaluating, classifying and cataloguing educational films and to prepare international rules acceptable to countries already engaged in this work and encouraging the creation of similar services in other countries.

The considerations were the following:

"The full use of the world's resources in educational films is hampered by the lack of comprehensive and efficient catalogues of such films and by the absence of qualitative evaluation on a standard basis. This problem is the more important since many technically under-developed countries wishing to make use of audio-visual techniques for educational purposes are not themselves producers of educational films, and therefore rely upon the resources of the chief producing countries. There are in a few countries organizations concerned with film cataloguing and evaluation but the methods they use are not standardized. Full use of available resources is especially important to the countries preparing educational campaigns through the use of visual aids, and for the organization of adequately equipped expert aid missions to countries benefiting under the technical assistance programme."

The Secretariat of Unesco accordingly drafted a series of documents setting out general principles and detailed proposals for international rules for the cataloguing of educational films and filmstrips. At the same time, the Director-General of Unesco requested the Unesco National Commission for the United Kingdom and the United States National Commission for Unesco, to organize national conferences of representatives of the organizations and institutions interested in the subject. The choice of these two countries was governed by the following considerations: first, amongst Unesco's Member States, the United Kingdom and the United States of America are countries where the systematic elaboration of cataloguing methods is in an advanced stage and, secondly, these countries carry on between them a major part of the world's educational film production. Further, in such a complicated matter as the elaboration of international rules which requires repeated consultations, tangible results could be achieved only if these consultations were limited as far as possible.

At the Director-General's request, the Unesco National Commission for the United Kingdom organized a conference which was held in London from 5 - 7 February 1953. This conference appointed a sub-committee which met during the conference and several times thereafter. The United States National Commission for Unesco convened a conference on International Standards for Film Cataloguing in Washington, on 11 and 12 May, 1953. The Conference appointed three Work Groups on:

1. Standardization of descriptive catalogue entries
2. Standardization of appraisal entries and
3. Standardization of availability entries.

The Washington conference appointed a Continuation Committee to deal with questions which remained outstanding. This Committee arranged for information conversations with representatives of the National Film Board of Canada, the Canadian Film Institute and the Pan-American Union, and these were held in Washington on 20 and 21 July 1953 to discuss in detail the proposals so far made.

After the conferences, extensive consultations in writing took place with the United Kingdom Sub-Committee, the United States Continuation Committee, the Library of Congress, the British Film Institute and also with the International Scientific Film Association.

Unesco is much indebted to the above organizations and to all those who took part in the conferences, conversations and work of the various committees. Without their co-operation and expert advice, the drafting of the present document would not have been possible.

It follows from the terms of reference quoted above that the present rules aim at facilitating the channeling of complete information to the users of films and filmstrips, on an international scale and on a uniform basis. The rules are in the first place directed to the needs of these users. It is for this reason that they were designed as rules for the cataloguing of films and filmstrips on 3" x 5" (7.5 cm. x 12.5 cm.) cards. These have the advantage that the film user can collect in one file the cards which he receives from various countries. Furthermore, card systems can be arranged in accordance with local needs; they can be kept up to date; cross references of various kinds can be provided for, and the information is easily accessible. The establishment of an international card system also simplifies the preparation of film and filmstrip catalogues in the form of lists (by subject, for example) the need for which will continue to exist.

As the present rules are the first designed for international use, they are published as a preliminary edition. It is hoped that they will constitute a well-explored basis on which the development of internationally acceptable standards for the cataloguing of educational, scientific and cultural films may responsibly proceed. They may be subject to modifications and amendments as subsequent experience with the practical use of the rules may prove necessary. In this connexion, more experience is available with regard to the descriptive cataloguing of films and filmstrips than with regard to the recording of evaluation data and the recording of extensive availability data, for which separate rules were designed as an integral part of the rules as a whole. There have been demands for an alternative model of simpler design of the data sheet presented in this document which serves for collecting the information required from the producer for the cataloguing of films and filmstrips under the rules. The United States National Commission for Unesco is now working on such an alternative model. It was felt nevertheless, that the publishing of the rules, which has already been delayed, should not further be postponed, and the simplified data sheet will be published separately as soon as it is available.

Unesco has not designed the rules as an end in themselves, but as a means of providing a solution to the needs of users of films and filmstrips. In the end, it will be their practical use that counts. A few words may therefore be said on the way in which the cards might be produced. Generally, it seems indicated that each country should catalogue, partly or wholly, its own national production of educational, scientific and cultural films and filmstrips, and make the cards thus produced available to users of films and filmstrips all over the world on a subscription basis(1). For this purpose national card production centres might be set up in as many countries as possible. The duties of such centres would include arranging for the evaluation of the films and filmstrips to be catalogued. In order to further developments in the matter of evaluation, which is of particular importance, Unesco publishes simultaneously with these rules a Manual for evaluators of films and filmstrips, prepared under the auspices of the Educational Film Library Association, New York.

As it is hoped that the present rules will be of interest to all those concerned with production and use of educational scientific and cultural films, including television stations, the rules provide for the cataloguing of information on availability for television and on clearance. They have been explained and summarized in the light of examples in Part I. The text of the rules proper is given in Part II.

The rules were designed for a specific field and are not intended to interfere with existing or projected practices of institutions having their own particular requirements.

---

(1) This raises the problem of the language(s) in which the cards should be produced. As it is not the object of this document to discuss ways of implementation of the rules, this matter is not being dealt with.

PART I

SUMMARY OF THE RULES

AND

EXAMPLES OF CARDS

THE DIFFERENT TYPES OF CARDS

In the collection of information on films and filmstrips under the rules, the following operations are involved:

1. the film or filmstrip must be described (title, producer, country of origin, year of production, format, duration, etc.);

2. the film or filmstrip must be evaluated (this is essential, as information permitting the selection of films and filmstrips for specific needs is inadequate);

3. the availability of the film or filmstrip must be given. Here a distinction is to be made between information on availability which is of international value (the name and address of owner of the rights, and those to whom he has delegated the commercial, non-commercial and television rights) and information which is of national interest (names of local distributors and of libraries which have a print of the film or filmstrip in question).

The reproduction of this information on cards requires:

1. a descriptive catalogue card

2. an evaluation card

3. an international availability card

4. a national availability card

It would seem desirable that each country should catalogue, partly or wholly, its own national production of educational, scientific and cultural films, possibly by setting up national card production centres. They would produce descriptive catalogue cards, evaluation cards and international availability cards dealing with films and filmstrips made in their country. The national availability card for a given film, however, does not refer to the one country in which the film was made, but to all those countries in which it is available. The card is therefore not to be made by the country which produced the film, but separately by all those countries which use it. In contrast with the first three cards listed above, which are designed for a large scale international circulation, the national availability card may have only a limited circulation and the rules therefore permit making it out on a typewriter.

For the collection of information on films and filmstrips to be reproduced on the first three cards, a data sheet has been designed. Details of this sheet can be found in Part II, Section 6: Rules for the completion of the data sheet.

ADDED ENTRIES, CARD REFERENCE NUMBERS AND THE FILING SYSTEM ON WHICH THEY ARE BASED

The articles of the rules having reference to the filing of the cards stipulate that the title and card reference number, be recorded at the top of the descriptive catalogue card, and the added entries, recorded at the bottom. The number of added entries has been limited to a minimum. This means that the filing system has been simplified in so far as possible. More elaborate filing systems entail the use of a considerable number of cards for each title which has practical and economic implications for the users of the cards.

The filing system chosen is easy to operate and provides, on as few cards as possible for each title, the answers to the following essential questions:

1. When the title of a film or filmstrip is known (either the title of the original version or the title of a foreign language version), what further information is available?

2. What foreign language versions are available for a given film or filmstrip?

3. If the film or filmstrip forms part of a series, what are the other titles in that series?

4. What films and filmstrips exist on a given subject?

The answers to these questions can be had from three separate indexes:

1. An index in which the cards are filed according to card reference number.

2. A title index.

3. A subject index.

The reference number index contains all cards produced for a given title, i.e. the descriptive catalogue card, the evaluation card, the international availability card and the national availability card. Each of these cards for a given title has the same reference number followed by a, b, c and d, respectively. They are therefore filed in immediate succession. The card reference which appears on the top of the card, gives the country where the card is produced, the year it was issued and a number, e.g. U.K. 54-93 means that the card is produced in the United Kingdom in 1954 and that during 1954 it was the 93rd title for which the United Kingdom issued a set of cards. U. . 54-93-a is the reference number of the descriptive catalogue card for that title, 54-93-b of the evaluation card, 54-93-c of the international availability card and 54-93-d of the national availability card. Further details are given in Part II, Section 4: Rules for the assignment of card reference numbers. Though the rules do not mention this explicitly, the reference numbers must be assigned centrally in each country, e.g. by a national card production centre.

A copy of the descriptive catalogue card is also filed in the title index, which is arranged in alphabetical order, and another copy of this card is filed in the subject index, which is arranged by Universal Decimal Classification numbers or by Dewey Decimal Classification numbers. To this effect, the descriptive catalogue card carries at the bottom as an added entry the Universal Decimal Classification or the Dewey number. In view of the existing practice, it is not possible at present to adopt the Universal Decimal Classification notation exclusively. When e.g. a title has been traced in the title or the subject index, the reference number index is consulted for complete information (evaluation and availability) by means of the card reference number. Filing

of the evaluation and availability cards under reference number has advantages over filing under title or subject. First of all the title and subject indexes become more manageable and, secondly, filing according to consecutive numbers is easier than filing under alphabetical or decimal classification number.

Generally a set of 6 cards is required for each title: 3 copies of the descriptive catalogue card (1 for the reference number index, 1 for the title index and 1 for the subject index), the evaluation card, the international availability card and the national availability card. Where it is necessary to classify a title under more than one subject, another copy of the descriptive catalogue card is needed for each additional subject classification.

When foreign language versions (either dubbed or sub-titled) of a film or filmstrip exist, a separate descriptive catalogue card is made for each. Two copies of each of these cards are needed; one is filed under the title of the foreign language version and the other in the reference number index immediately behind the descriptive catalogue card for the original version. To this effect, the descriptive catalogue cards for foreign language versions carry the same card reference number as that of the original version followed by a1, for the first foreign language version, a2 for the second, etc., even when the version - and consequently the cards - are produced in a following year. These cards, generally, would have to be produced in the country where the original version of the film or filmstrip has been made. The rules do not foresee separate evaluation and international availability cards for foreign language versions. This does not seem an essential requirement and it was felt that the rules, in particular with regard to practical implications, should be kept as simple as possible.

In case the film or filmstrip forms part of a series, a further copy of the descriptive catalogue card for the original version is needed which is filed in the title index under the series title. To this effect, the descriptive catalogue card for the original version carries at the bottom an added entry for the series title.

MARGINS ON CARDS

Upper and lateral margins are required on cards which are used for cross indexing, i.e. cards which carry added entries, according to international practice. Under the rules, added entries are only foreseen on the descriptive catalogue cards and not on the availability cards as the rules do not take into account filing of the latter cards in a distributors' index. However, in order to enable users of cards to establish a distributors' index if they feel a need for it, the rules concerning upper and lateral margins have been made applicable to the international availability card. On the national availability card, the lateral margin is omitted in case this card is made out on a typewriter, but the upper margin is always to be observed. The space on the evaluation card which would not carry added entries whatever complete filing system one would use, has been used to the full extent.

Details on the margins to be observed as well as on the perforations in the cards can be found in Part II, Section 5. Specifications for 3" x 5" (7.5 cm. x 12.5 cm.) cards.

The examples given below are set out in a 4" x 6-2/3" (10 x 16.7 cm.) rectangle; when reduced by 25 per cent, the dimensions are 3" x 5" (7.5 x 12.5 cm.). The typescript when reduced in the same proportion is slightly larger than that of a printed text used currently on 3" x 5" (7.5 x 12.5 cms) cards.

The examples used are not genuine entries.

DESCRIPTIVE CATALOGUE CARD

Descriptive catalogue card for the original version

It is assumed that the film: "The Cathode Ray Oscillograph" described hereunder forms part of a series, and has a related filmstrip and foreign language versions.

The CATHODE RAY OSCILLOGRAPH (Film) U.K.53-93-a
Radio Research Board, London, U.K., 1952. Made by Gaumont British Instructional

32 min., sd., b&w, 35mm., 16mm. (History of engineering series, No.3)

Related filmstrip: Cathode rays
Credits: Technical adviser: Sir Robert Watson-Watt
Summary: Construction and application of the oscillograph in radio research

U.D.C. 621.317.755. Series: History of engineering No.3

British Film Institute

As illustrated, the descriptive catalogue card for the original version contains the following information:

1. Title, followed by the reference "Film" (or "Motion picture") or "Filmstrip" in parentheses;

2. Card reference number, composed of the name of or the abbreviation for the country in which the card is produced, the two last figures of the year in which it is issued and a consecutive number followed by: "a" which is the indication for a descriptive catalogue card for the original version.

3(a) Name of sponsor, followed by:

(b) (i) name of city in which his office is located;

(ii) country of origin of the film or filmstrip;

(iii) date of release;

4. Name of production company; in case there is no sponsor the name of the production company is followed by the information described under 3(b);

5. Physical description, followed by series title in parentheses;

6. Related material;

7. Credits;

8. Summary;

9. Added entries:

   (a) Subject entry, i.e. the Universal Decimal Classification notation (preceded by the abbreviation U.D.C.) or the Dewey Decimal Classification notation (preceded by the abbreviation D.C.);

   (b) series reference;

10. Name of organization issuing the card.

For the complete text of the Rules for descriptive cataloguing of original versions, see Part II, Section 1 under I.

Descriptive catalogue card for foreign language versions

Foreign language versions of a film or filmstrip are not mentioned on the descriptive catalogue card for the original version. A separate descriptive catalogue card is made for each foreign language version under the foreign language title.

It is assumed that the film "The Cathode Ray Oscillograph" has two foreign language versions: a German dubbed version and a French sub-titled version. Sample cards for each of these are illustrated below:

Der KATHODENSTRAHL- OSZILLOGRAPH (Film) U.K.53-93-a1
German dubbed version of: The Cathode Ray Oscillograph. Radio Research Board, London. U.K. 1952 Made by Gaumont British Instructional

32 min., sd., b&w 35mm., 16mm. (Serie: Die Geschichte der Ingenieurswissenschaft)

Related filmstrip: Kathodenstrahle.
Credits: Commentary writer Prof. P. Schultz.

British Film
Institute

L'OSCILLOGRAPHE A RAYONS CATHODIQUES (Film) U.K.53-93-a2
French sub-titled version of: The Cathode Ray Oscillograph. Radio Research Board, London, U.K. 1952. Made by Gaumont British Instructional.

32 min , sd , b&w, 35mm., 16mm. (Série: L'Histoire des sciences techniques)

Related filmstrip: Les rayons cathodiques.
Credits: Sub-titles by Dr. A. Dumesnil.

British Film
Institute

As illustrated, the descriptive catalogue card for the foreign language versions contains the following information:

1. Title of the version, followed by the reference "Film" (or "Motion picture") or "Filmstrip";

2. Card reference number which is the same as the reference number appearing on the descriptive catalogue card for the original version, except that a consecutive number is added.

3. Original title preceded by a reference to the kind of version (dubbed version or subtitled version);

4(a) Name of sponsor of the original version, followed by:

(b) (i) name of the city in which his office is located;

(ii) country of origin of the original version;

(iii) date of release of the original version;

5. Name of production company of the original version, in case there is no sponsor this name is followed by the information described under 4(b);

6. Physical description (which may be different from that of the original version) followed, if applicable, by the series title in the foreign language in question;

7. Related material which has been issued in the foreign language in question;

8. Credits which are special for the foreign language version;

9. Name of the organization issuing the card.

Though under the present rules the entries under 4 and 5 could be omitted, they have been included for the convenience of the users who might wish to establish a producer's index. For the complete text of the Rules for the descriptive cataloguing of foreign language versions, see Part II, Section 1, under II.

EVALUATION CARD

The Rules for recording evaluation data as given in Part II, Section 2, have reference in principle only to the headings under which the information contained on the evaluation card is to be recorded and to the order in which the various items of information are to be given.

It is recognized that evaluation techniques should not be standardized. However, though national card production centres would be left free to work out their own evaluation techniques, the various centres could proceed along similar lines. To this effect, Unesco is publishing simultaneously with the present rules a manual containing recommendations for evaluation procedures. (Manual for evaluators of films and filmstrips, prepared under the auspices of the Educational Film Library Association, Unesco, Paris, 1956).

A sample of an evaluation card is given below.

The CATHODE RAY OSCILLOGRAPH (Film) U.K.53-93-b

Contents: The necessity for a new instrument for radio research is demonstrated by showing the failure of needle and mirror voltmeters at frequencies much below those found in radio research. The construction of the cathode oscillograph is clearly explained and the function of each part demonstrated. The use of the time base and the application of the oscillograph, the determination of the height of the ionosphere and the degree of ionisation of the upper atmosphere are also shown.

Comments: Authoritative and convincing. Photography excellent throughout and commentary to the point. Apart from the application of the general theory of the compounding of the wave forms and simple periodic vibrations the electrical aspect of the film is valuable in the hands of lecturers appreciating the full implication of the production.

Type: Instructional

Grading: Higher and technical teaching: highly recommended.

Evaluator: S.F.A. Panel for Technical Films

British Film Institute

The evaluation card contains then the following information:

1. Title, followed by the reference "Film" (or "Motion picture") or "Filmstrip" in parentheses

2. Card reference number, which is the same as for the descriptive catalogue card for the original version, except that "a" becomes "b"

3. Contents, described by the evaluator

4. Comments

5. Type of film or filmstrip (treatment)

6. Grading

7. Evaluator

8. Name of organization issuing the card.

AVAILABILITY CARD

Availability card for international use

A sample of an availability card for international use is given below. Symbols are used to indicate certain categories of availability such as:

A - outright purchase per copy; B - outright purchase of duplicating rights;
C - rental, etc. A complete list of the symbols used is given underneath.

The CATHODE RAY OSCILLOGRAPH (Film) U.K.53-93-c
Versions: 1 English; 2 German; 3 French (sub-titles)
Owner of rights: Radio Research Board, 3 Brompton Lane, London, W.C.2.
Comm. distr.: Gaumont British Instructional, Film House, Wardour Street, London W.1; 35mm.: B; C
Non-comm. distr.: Alpha Productions, 217 Belmont Lane, London, W.C.1; 16mm.: Aa; C; E educational inst.
TV distr.: Television International, 31 Burton Avenue, London, W.2; Clearance image: all countries; sound: countries Bern Conv.; 35 & 16mm.: Ab
Certified for purpose Unesco A.V. Agreement; Certificate U.K. Ministry of Education

British Film Institute

Key to Symbols

A: outright purchase per copy

B: outright purchase of duplicating rights

C: rental

D: long term lease

E: free loan

Particular conditions of availability under the above categories are indicated by means of the following symbols:

(a) right to modify the soundtrack (e.g. by adding a magnetic soundtrack)

(b) right to re-edit image and sound (sometimes indicated by the phrase "stock footage")

(c) replacement footage is available to repair damage.

Then:

Aa outright purchase per copy; right to change soundtrack accorded

Bb outright purchase of duplicating rights; right to re-edit the film or filmstrip accorded, etc.

The symbol E for free loan may be followed by an indication with regard to restrictions, e.g.:

E educ. inst.: free loan to educational institutions only.

As illustrated, the availability card contains the following information:

1. Title, followed by the reference "Film" (or "Motion picture") or "Filmstrip" in parentheses;

2. Card reference number, which is the same as for the descriptive catalogue card except that "a" is replaced by "c";

3. Language of the original version followed by the languages of the different foreign language versions;

4. Name and address of the owner of the rights;

5. Name and address of organization to which the owner has assigned the overall commercial distribution rights, followed by availability data;

6. Same for non-commercial distribution rights;

7. Same for television distribution rights; availability data to be preceded by clearance information;

8. Certification;

9. Name of the organization issuing the card.

For the complete text of the Rules for recording international availability data, see Part II, Section 3, under I.

Availability card for national use

A sample of an availability card for national use recording availability data for Switzerland for The Cathode Ray Oscillograph is given below.

As mentioned earlier (see under: The types of cards), it should be possible for the availability card for national use to be made on a typewriter. For this reason the example has been set out in a rectangle of the actual size of the card.

Availability symbols used are the same as for the availability card for international use.

The CATHODE RAY OSCILLOGRAPH (Film) Suisse : U.K. 53-93-d
Versions : 1 anglais ; 2 allemand ; 3 français
(sous-titres)

Distr.	Versions	Disponibilité
Praesens	2	Comm; 35mm: C.
S.F.Z.	2,3	Non-comm; 16mm: Aa, C.
T.H.Z.	1	16mm: E. ass. scient.
C.S.	3	16mm: C. membres
B.B.	3	35mm.

Chambre Suisse
du Cinéma

Les indications portées au "tableau" figurant sur cette fiche s'expliquent ainsi :

La Société Praesens possède des copies en 35 mm de la version allemande, qu'elle loue pour présentation commerciale.

La Schmal-Film Zentrale vend pour présentation non commerciale des copies en 16 mm des versions allemande et française (sur lesquelles la piste sonore peut être modifiée) et loue des copies en 16 mm.

La Technische Hochschule de Zurich possède une copie en 16 mm de la version originale, qu'elle prête à des associations scientifiques.

La Cinémathèque suisse possède une copie en 16 mm de la version française qu'elle loue à ses membres.

La Brown Boveri Company possède une copie en 35 mm de la version française, qu'elle réserve à son propre usage. (En général, il n'est pas tenu compte d'un cas de ce genre, mais il s'agit ici de la seule copie en 35 mm de la version française qui existe en Suisse).

On voit donc que la fiche de disponibilité nationale contient les renseignements suivants :

1. Titre, suivi de la mention "Film" ou "Film fixe" entre parenthèses ;

2. Cote de la fiche : la même que celle de la fiche descriptive, si ce n'est que "a" est remplacé par "d" et que le numéro est précédé du nom du pays où la fiche est établie ;

3. Langue de la version originale, avec indication des langues des différentes versions en langue étrangère ;

3. Language of the original version followed by the languages of the different foreign language versions;

4. Availability table including:

   (a) Names of national distributors and film libraries (abbreviated)

   (b) Language versions available

   (c) Availability data (same symbols as used on availability card for international use);

5. Name of organization issuing the card.

For the complete text of the Rules for recording national availability data, see Part II, Section 3, under II.

DATA SHEET

This sheet and the rules for their completion were prepared jointly by the Unesco National Commission for the United Kingdom and the Secretariat of Unesco on the basis of proposals elaborated by the International Scientific Film Association and by the Brussels Treaty Organization.

The sheet is of the A 4 international standard size (8 1/4" x 11 3/4" or 21 cms. x 29.7 cms.). A margin of 5/8" (15 mms.) is allowed on the left-hand side so that holes may be punched. The specimen sheets shown below are actual size except in length, having been shortened by leaving less space under the heading: Reviews, Notes, etc.

The main purpose of the data sheet is to collect from producers all factual information on films orfilmstrips needed for the production of descriptive catalogue cards and availability cards for international use. However, certain elements refer to information needed for the evaluation of the films or filmstrips. For this reason information is requested on the type and purpose of the film or filmstrip and on published reviews. The completion of the section on existing printing materials is optional. It has been introduced for the convenience of those who offer films for exchange, e.g. under exchange agreements whereby printing materials are made available with the right to re-edit the film or filmstrip. A separate data sheet must be completed for each language version of any given film or filmstrip. The examples of completed data sheets given below refer to the original version and to the German-language version of the film: The Cathode Ray Oscillograph. As illustrated, information which has already been given on the data sheet for the original version is not repeated in those for the foreign language versions.

Rules for the completion of the data sheet are given in Part II, Section 6.

Country of origin: U.K. Data Sheet Reference No. U.K. 55-93-a

TITLE: The CATHODE RAY OSCILLOGRAPH (Film)

Locations: National Physical Laboratory, Teddington
Languages of foreign versions: German; French (sub-titles)

CREDITS: Sponsor: Radio Research Board — Year of prod.: 1952
address: 3 Brompton Lane, London, W.C.2. — Year of release: 1952
Produc. org.: Gaumont-British Instructional, Ltd.
address: Film House, Wardour Street, London, W.1.

Producer:			
Director:	J.B. Holmes	Photogr.:	Frank Goodliffe
Script:	W.B. Hawthorne	Diagrams/cartoons:	C. Knight
Commentary writer:	W.B. Hawthorne	Editor:	J.B. Holmes
Techn. Adv.:	Sir Robert Watson-Watt	Music:	

PHYSICAL DESCRIPTION: 32 min., sd., b&w., 35 mm., 16 mm.
Series title and No.: History of engineering series, No.3
System of sound: R.C.A. var. density Col.: Stereo:
RELATED MATERIALS: Cathode rays (Filmstrip)

TYPE AND PURPOSE: Instructional, designed for training of students at higher technical schools.

SUMMARY: The film is in six parts. The first part shows that needle and mirror voltmeters cannot cope with radio frequencies. In the second part the construction of the cathode ray oscillograph is explained. Other parts show the use of the time base and the application of the oscillograph, the determination of the height of the ionosphere and the degree of ionisation of the upper atmosphere.

RIGHTS: Owner: Radio Research Board
address: 3 Brompton Lane, London, W.C.2.
availability:
Name of organization/person to whom owner has assigned rights:
Commercial: Gaumont-British Instructional Ltd.
address: Film House, Wardour Street, London, W.1.
availability: 35 mm.: B; C.
Non-comm.: Alpha Production Ltd.
address: 217 Belmont Lane, London, W.C.1.
availability: 16 mm.: Aa; C. E educ. inst.
Television: Television International
address: 31 Burton Avenue, London, W.2.
clearance: image: all countries; sound: countries Bern Convention
availability: 35 & 16 mm. A b.
Educational visa: Certified for purpose Unesco AV Agreement; Cert.U.K. Min. of Education

Distributors catalogue or order number

EXISTING PRINTING MATERIAL	35	32	16		SYNC.	POST-SYNC.		CAPTIONS	SUB-TITLES
original negative	x								
dupe negatives	x		x	commentary		x	cartoon		
fine grain pos.	x		x	dialogue			model		
sound track	x			special effects			graph		
M & E track	x			natural sound	x		diagrams	x	
title backgrounds				music		x	photogr.		x

A. PUBLISHED REVIEWS, B. NOTES: A: Physical Journal, Vol.6, No.212, London, Oct.1952, p.805; Educational Screen, Chicago, Vol.7, No.3, Chicago, March 1953, p.87. B: Dubbed language versions in Italian and Spanish in preparation; study guide in English to appear Jan.1955.

Compiled by: Gaumont-British Instructional Date: 15.9.1953
U.D.C.: 621.317.755

Country of origin: U.K. Data Sheet Reference No. U.K.53-93-al

TITLE: Der KATHODENSTRAHL-OSZILLOGRAPH (Film) German dubbed version of The Cathode Ray Oscillograph

Locations:
Languages of foreign versions:

CREDITS: Sponsor: Year of prod.:
address: Year of release:
Produc. org:
address:
Producer: Photogr.:
Director: Diagrams/cartoons:
Script: Editor:
Commentary writer: Prof. P.Schultz Music:
Techn. Ad.:

PHYSICAL DESCRIPTION:
Series title and No.: Die Geschichte der Ingenieurs-Wissenschaft, No.3
System of sound: Col.: Stereo:
RELATED MATERIALS: Kathodenstrahle (Filmstrip)

TYPE AND PURPOSE:

SUMMARY:

RIGHTS: Owner:
address:
availability:
Name of organization/person to whom owner has assigned rights:
Commercial:
address:
availability:
Non-comm.:
address:
availability:
Television:
address:
clearance:
availability:
Educational visa:

Distributors catalogue or order number

EXISTING PRINTING MATERIAL	35	32	16		SYNC.	POST-SYNC.		CAPTIONS	SUB-TITLES
original negative									
dupe negatives				commentary			cartoon		
fine grain pos.				dialogue			model		
sound track				special effects			graph		
M & E track				natural sound			diagrams		
title backgrounds				music			photogr.		

A. PUBLISHED REVIEWS, B. NOTES:

Compiled by: Gaumont-British Instructional Date: 16.9.1953
U.D.C.

EVALUATION SHEET

The sheet serves for the recording of the findings of those requested to evaluate a film or filmstrip. It is not to be confused with evaluation forms intended to be completed by individual members of an evaluation panel. Examples of such forms, which cannot be standardized, can be found in the Manual for evaluators of films and filmstrips referred to earlier.

The sheet is of the A 4 international standard size (8 1/4" x 11 3/4" or 21 x 29.7 cms.). A margin of 5/8" (15 mms.) is allowed on the left hand side so that holes may be punched.

The information to be recorded on the sheet is adapted to that needed for the preparation of the evaluation card.

An example of a completed evaluation sheet for the film: The Cathode Ray Oscillograph, follows:

Evaluation Sheet Reference No. U.K. 53-93-b

TITLE: The CATHODE RAY OSCILLOGRAPH (Film)

TYPE: Instructional, analysis of scientific facts and technical implications

GRADING: Highly recommended for higher and technical training.

EVALUATOR: S.F.A. Panel for Technical Films Date: 19.9.53

A. CONTENT - B. EVALUATION - C. NOTES

A. The necessity for a new instrument for radio research is demonstrated by showing the failure of needle and mirror voltmeters at frequencies much below those found in radio research. The construction of the cathode ray oscillograph is clearly explained and the function of each part demonstrated, as well as the use of the time base and the application of the oscillograph, for determination of the height of the ionosphere and the degree of ionisation of the upper atmosphere.

B. Authoritative and convincing. Photography excellent throughout and commentary to the point. Apart from the application of the general theory of the compounding of wave forms and single periodic vibrations, the electrical aspect of the film is valuable in the hands of lecturers appreciating the full implication of the production.

C. The analysis of the film in Physical Journal, vol. 6, no. 212, London, Oct. 1952, p. 805, is recommended to lecturers for reading before using the film.

EXAMPLE OF COMPLETE SET OF CARDS AND SHEETS

Examples of cards and of completed data and evaluation sheets relating to a film have already been given on the preceding pages. There follows an example of a complete set of cards and sheets for a filmstrip.

Descriptive catalogue card for the original version

La MOUCHE (Filmstrip) France 54-112-a
Fixus S.A., Paris, France, 1954

18 fr., b&w, 35mm.

With teaching notes

Credits: Tech. adv. Prof. A. Dumont.

Summary: The life cycle of the fly and the danger it represents as a carrier of microbes.

U.D.C. 595.77

Centre National de
la Cinématographie

Evaluation card

La MOUCHE (Filmstrip) France 54-112-b
Contents: The filmstrip shows in succession, using micro-photography and anatomical preparations: the fly, the laying of eggs, the larva and the adult and explains how the animal spreads microbes and can cause infection.

Comments: Accurate and well photographed; in the pictures on the laying of eggs the presentation of details is not clear enough. Good teaching notes. Useful for secondary schools and for health education (audiences must understand the principle of the microscopes) in the hands of educators with a good knowledge of the subject.

Type: Instructional

Grading: Secondary education & health education: suitable

Evaluator: CNC, Commission pour films scientifiques.

Centre National de
la Cinématographie

Availability card for international use

La MOUCHE (Filmstrip) France 54-112-c

Owner of rights: Fixus S.A., 131 rue Galilée, Paris 8: A

Centre National de
la Cinématographie

Availability card for national use (Denmark)

La MOUCHE (Filmstrip) Denmark: France 54-112-d

Distr.	Versions Availability
Minerva	A
S.F.C.	C; E schools

Statens
Film Central

Note: For the meanings of the symbols used to indicate availability, see pages 14 and 15.

Country of origin: France

Data Sheet Reference No. France 54-112-a

TITLE: La MOUCHE (Filmstrip)

Locations: Laboratoire de micro-biologie, Paris
Languages of foreign versions:

CREDITS: Sponsor:
address:
Produc. org.: Fixus, S.A.
address: 131 rue Galilée, Paris 8
Producer: Jean Mercier
Director:
Script:
Commentary:
Techn. Adv.: A. Dumont, prof. à la Sorbonne

Year of prod.: 1953
Year of release: 1953

Photogr.:
Diagrams/cartoons:
Editor:
Music:

PHYSICAL DESCRIPTION: 18 fr., b&w, 35 mm.
Series title and No.:
System of sound:
Col.:
Stereo:
RELATED MATERIALS: Teaching notes

TYPE AND PURPOSE: Instructional, for use at secondary schools

SUMMARY: The life cycle of the fly and the danger it represents as a carrier of microbes

---

RIGHTS: Owner: Fixus, S.A.
address: 131 rue Galilée, Paris 8
availability: A
Name of organization/person to whom owner has assigned rights
Commercial:
address:
availability:
Non-comm.:
address:
availability:
Television:
address:
clearance:
availability:
Educational visa:

Distributors catalogue or order number

EXISTING PRINTING MATERIAL	35	32	16		SYNC.	POST-SYNC.		CAPTIONS	SUB-TITLES
original negative									
dupe negatives				commentary			cartoon		
fine grain pos.				dialogue			model		
sound track				special effects			graph		
M & E track				natural sound			diagrams		
title backgrounds				music			photogr.		

A. PUBLISHED REVIEWS, B. NOTES:

Compiled by: Fixus, S.A.
Date: 14.2.54
U.D.C. 595.77

Evaluation Sheet Reference No: France 54-112-b

TITLE: La MOUCHE (Filmstrip)

TYPE: Instructional, presentation of biological facts

GRADING: Secondary education and health education: suitable.

EVALUATOR: C.N.C. Commission pour films scientifiques. Date: 20.2.54

A. CONTENT - B. EVALUATION - C. NOTES

A. The filmstrip shows in succession using micro-photography and anatomical preparations: the fly, the laying of eggs, the larva and the adult and explains how the animal spreads microbes and can cause infection.

B. Accurate and well photographed; in the pictures on the laying of eggs the presentation of details is not clear enough. Good teaching notes. Useful for secondary schools and for health education (audiences must understand the principle of the microscope) in the hands of educators with a good knowledge of the subject.

CATALOGUES IN THE FORM OF LISTS

Through photographic reproduction of the descriptive catalogue cards, the evaluation cards and the international availability card catalogues, can be made in the form of lists - for which the need will continue to exist - as is illustrated in the example given below. In this process, certain elements appearing at the bottom of the cards are cut off. From the descriptive catalogue card, the summary, the credits, the added entries and the name of the issuing body are eliminated and from the evaluation card and the international availability card, the name of the issuing body. Furthermore, from all three cards, the card reference number, appearing at the top, is cut off.

Although the present rules are rules for the cataloguing of films and filmstrips on 3" x 5" (7.5 cms. x 12.5 cms.) cards, they can serve as well for list cataloguing, without production of cards being required, by leaving out of consideration the articles which refer to the elements enumerated above:

Example:

The CATHODE RAY OSCILLOGRAPH (Film) U.K. 53-93-a
Radio Research Board, London, U.K., 1952. Made by Gaumont
British Instructional.

32 min., sd., b&w, 35mm., 16mm. (History of engineering series, no.3)

Related filmstrip: Cathode rays
Credits: Technical advisor: Sir Robert Watson-Watt

Contents: The necessity for a new instrument for radio research is demonstrated by showing the failure of needle and mirror voltmeters at frequencies much below those found in radio research. The construction of the cathode oscillograph is clearly explained and the function of each part demonstrated. The use of the time base and the application of the oscillograph, the determination of the height of the ionosphere and the degree of ionisation of the upper atmosphere are also shown.
Comments: Authoritative and convincing. Photography excellent throughout and commentary to the point. Apart from the application of the general theory of the compounding of the wave forms and simple periodic vibrations, the electrical aspect of the film is valuable in the hands of lecturers appreciating the full implications of the production.
Type: Instructional
Grading: Higher and technical teaching: highly recommended
Evaluator: S.F.A. Panel for Technical Films

Versions: 1 English; 2 German; 3 French (sub-titles)
Owner of rights: Radio Research Board, 3 Brompton Lane, London, W.C.2
Comm. distr.: Gaumont British Instructional, Film House, Wardour Street, London, W.1; 35 mm: B; C.
Non-comm. distr.: Alpha Productions, 217 Belmont Lane, London, W.C.1; 16mm: Ae; C; E educational inst.
TV distr.: Television International, 31 Burton Avenue, London, W.2;
Clearance image: all countries; sound: countries
Bern Conv.; 35 & 16 mm: Ab
Certified for purpose Unesco A.V. Agreement; Certificate U.K. Ministry of Education

The foreign language versions, the two first lines of the descriptive catalogue card are reproduced whereby the card reference number is cut off. The information reproduced refers back to that given for the original version as shown in the example hereunder:

Der KATHODENSTRAHL-OSZILLOGRAPH (Film)
German dubbed version of: The Cathode Ray Oscillograph

PART II

SECTION 1

RULES FOR DESCRIPTIVE CATALOGUING

The following rules for the descriptive cataloguing of educational, scientific and cultural films have been adapted for international use from Rules for Descriptive Cataloguing in the Library of Congress. Motion Pictures and Filmstrips. Second Preliminary Edition. The Library of Congress, Washington, 1953, with modifications suggested by Rules for use in the Cataloguing Department of the National Film Library. Second revised edition. London, The British Film Institute, 1952.

The rules for descriptive cataloguing are divided into those for the cataloguing of original versions and those for the descriptive cataloguing of foreign language versions. In case of simultaneous release of a film or filmstrip in various languages, the original version should be taken to be that in the language of the country of origin of the film. In the exceptional case that that language be not included, the sponsor or producer of the film or filmstrip should indicate which version he considers, or chooses, as the original one. The same applies in case of a film made in a bilingual or multilingual country and released simultaneously in two or more languages of that country.

I. RULES FOR DESCRIPTIVE CATALOGUING OF ORIGINAL VERSIONS

1. ENTRIES

Aa Title. The film or filmstrip is entered under the title under which it is released, followed by the explanatory phrase "Film" (or "Motion picture")(1) or "Filmstrip" in parentheses.

If a film or filmstrip lacks a title or a title cannot be identified, an appropriate title is supplied by the cataloguer and enclosed in square brackets.

[STUDIES OF CHILDREN AT PLAY IN ORGANIZED GROUPS]

Ab. Transcription of title. The title is transcribed as it appears on the film (or filmstrip) or, if the title frames are not available, it is taken from descriptive material. (2)

An alternative title is transcribed following the title proper.

NORTH WALES; or, The LAND OF CASTLES AND WATERFALLS (Film)

A sub-title or amplification of the title is recorded as given on the film or filmstrip:

The VITAL SIGNS AND THEIR INTERRELATION: BODY TEMPERATURE, PULSE' RESPIRATION, BLOOD PRESSURE (Film)

B. Card reference number. Cf. Section 4: Rules for the assignment of card reference numbers.

---

(1) The phrase "Motion picture" can be used as an alternative to "Film" according to national preference.

(2) The title of a film (or filmstrip) is transcribed in capital letters except for initial articles, which are written in lower case to aid in filing. Only the first letter of the initial article is transcribed in capitals.

2. PRODUCTION AND DATE OF RELEASE

The facts relating to production and date of release of the film (or filmstrip) are recorded. These facts, when not available on the film, are supplied from secondary sources, if they can be ascertained by a reasonable search.

A. Production.

The name of the individual, company, institution, or organization responsible for the film (or filmstrip) coming into existence (either the sponsor or the production company)(1) follows the title. The name is abridged if it is possible to do so without loss of intelligibility or identification. The phrases "and company", "and sons", etc., and their foreign equivalents, as well as terms meaning "incorporated" or "limited" and their abbreviations, are omitted unless such omission results in confusing the name of a firm with that of an individual. For identification purposes, the city and country in which the office of the production company is located are also given when known.(2) If the production company has more than one office in the country of origin, reference is to be made to the main office in that country. If the production company cannot be ascertained, the city and country in which the main office of the sponsor is located should be given.

Les VOLCANS (Film) Atlantic-Film, Paris, France	France 53-115-a
LIGHTHOUSES (Filmstrip) Common Ground, London, U.K.	U.K. 54-36-a
COLONIAL CHILDREN (Film) Erpi Classroom Films (later name Encyclopaedia Britannica Films) Wilmette, Ill., U.S.	U.S. 51-74-a

---

(1) Sponsor: The company, institution, organization or individual who brings a film or filmstrip into existence, not directly but by the employment of a production company.

Production company: The company, institution, organization or individual who exercises the immediate overall responsibility for the physical processes involved in making a film or filmstrip.

(2) The name of the country as defined above also stands for the country of origin of the film or filmstrip since the country of origin of a film is generally taken to be that of the production company by whom it was made. When a production company has branches in more than one country, the country of origin is taken to be that in which the branch responsible for the production of the film is located. When a foreign country makes structural alterations in a film of which it has bought the rights, the country of origin is still to be considered that of the original production company when this can be ascertained. When a production company makes a film abroad, as for instance, a travel or documentary film, employing its own technical staff and financial resources, the country of origin is taken to be that of the production company. The only exception to the rule that the country of origin is that of the production company is when it is known that the production company is employed by an agency of a foreign country to make a film in that foreign country; the country of origin is then taken to be the one in which the film was made.

For films sponsored by international agencies, the country of origin is that of the production company. Films produced by international agencies employing its own technical staff are to be classified as international regardless of the country in which they have been made.

It must not necessarily be assumed that the country of origin as defined by these rules is accepted as such by any Government Authority for quota, fiscal or legal purposes.

LIFE ON THE THAMES (Film) U.K. 54-77-a
Metro-Goldwyn-Mayer Pictures,
London, U.K.

VARMLAND (Film) Denm. 54-54-a
Jørgen Nielsen, Copenhagen, Denmark

PUPILA AL VIENTO (Film) Urug. 54-12-a
Comisión Nacional de Turismo,
Montevideo, Uruguay.

If a film or filmstrip was made, i.e. photographed, edited and sound-recorded by an individual, company, institution, or organization other than the one responsible for its coming into existence, the name of such individual, company, institution or organization (called production company, or producer in the case of an individual), is given following the phrase "Made by".

DRILLING AND TAPPING CAST STEEL (Film) U.S. 52-17-a
U.S. Office of Education, Washington, U.S.A.,
1942. Made by Emerson Yorke Studio.

FLY ABOUT THE HOUSE (Film) U.K. 53-8-a
Ministry of Health, London, U.K., 1948.
Made by Halas and Batchelor Cartoon Films
for Central Office of Information.

B. Date

The year in which a film or filmstrip was released in the country of origin is given following the name of the company responsible for its coming into existence. When the date of release is not known, the probable date of release is supplied enclosed in square brackets; e.g. [1951?]. If there is known to be a significant lapse of time between the date of production and the date of release, both dates are given.

U.S. Dept. of the Navy, Washington, U.S.A., 1950. Made by Hal Reiff Studios, 1943.

McGraw-Hill Book Co., New York, U.S.A., 1952; made 1949.

In the case of films or filmstrips which have not been produced for sale or public distribution, the year in which the film or filmstrip was made is given; if known; e.g. made 1942.

3. PHYSICAL DESCRIPTION

Information is recorded regarding the physical properties of a film or filmstrip: length, in terms of running time or number of frames; sound or silent (if a film); colour or black and white; and width of film (or filmstrip) in millimeters. The physical description of complementary materials, such as recordings accompanying a filmstrip follows the physical description itself.

A. Length

The length of a film is given in running time in minutes. If the footage is known, it can be translated into running time according to the following table:

8mm.	60m.	200ft.	silent	15 min.	3.7m. per min.	12ft. p. min.
16mm	120m.	400ft.	sound	11 min.	11.0m. per min.	36ft. p. min.
16mm.	120m.	400ft.	silent	15 min.	7.3m. per min.	24ft. p. min.
35mm.	300m.	1.000ft.	sound	11 min.	27.3m. per min.	90ft. p. min.
35mm.	300m.	1.000ft.	silent	15 min.	18.2m. per min.	60ft. p. min.

If running time is not available, the number of reels may be given.

The length of a filmstrip is indicated by a statement of the total number of frames, indicated by the abbreviation "fr.", including the opening and closing frames. A filmstrip is assumed to be composed of single frames unless otherwise noted. In the case of a filmstrip with double frames the number of frames is followed by the phrase "double fr.". For a filmstrip with accompanying recording, the running time of the recording is given, when known.

B. Sound or silent

For films the presence of a sound track is indicated by the abbreviation "sd.". The absence of a sound track is indicated by the abbreviation "si.", unless the film is known to be photographed at the speed of sound films, in which case the phrase "si. at sd. speed" is used. (cf4B Extension of physical description).

For synchronized disc recordings accompanying filmstrips the following information is given:

a. For discs: number of sides indicated by the abbreviation "s."

diameter in centimeters indicated by the abbreviation "cm." or diameter in inches indicated by the abbreviation "in."

playing speed in revolutions per minute indicated by the abbreviation "rpm."

total playing time in minutes indicated by the abbreviation "min."

b. For tape recordings:

number of reels

diameter of reels in cm. or in. (within parentheses)

width of the tape in mm. or in.; it is given after the diameter of the reel within the parentheses; e.g. (14 in., 1.1/2 in. tape)

speed in cm. or in. per sec.

total playing time in min.

c. For wire recordings:

the number of spools.

C. Colour

Whether the film or filmstrip is in black and white (b&w), in colour or in a combination of these, is indicated.

D. Width

The width of the film is given in millimeters (mm.)

E. Different copies

When different copies of a film or filmstrip are available, that is when variations occur in size, colour or other physical characteristics of the different copies of a film, without change in content of the film, these variations are included in the physical description.(1) When copies of a film or filmstrip are available in different sizes and if these differ with regard to other characteristics, a complete physical description is given for each size - except for the duration which is indicated only once - separated from each other by a dash.

F. Examples

Films

19 min., si. at sd. speed, colour, 16 mm.
17 min., sd., b&w, 16 mm.
90 min., sd., b&w with colour sequences, 35 mm.
70 min., sd., colour with b&w sequences, 16 mm.
23 min., sd., colour, b&w, 35 mm., 16 mm.
The film is available in colour and black and white in both the 35 mm. and 16 mm. sizes.
23 min., sd., colour, b&w, 35 mm. - sd., b&w, 16 mm.
The film is available in colour and black and white in the 35 mm. size, but only in black and white in the 16 mm. size.

Filmstrips

51 fr., b&w, 35 mm. and disc: 2 s., 16 in., 33,1/3rpm., 21 in.
108 fr., colour, 35 mm. and disc: 2 s. (1 s. for manual projector, 1 s. for automatic projector) 16 in., 33,1/3rpm., 15 min.
48 double fr., colour, 35 mm. and tape: 1 reel (10 in. 1/4 in. tape) 7,1/2 in. per sec., 10 min.

4. NOTES

A. Series

If a film or filmstrip is produced as part of a series, the series title is recorded immediately following the physical description. For words such as episode, part, chapter, etc., the abbreviation "no." is substituted, because conflicting terms may be used in descriptive literature from which the information is taken and because terminology may vary within a series. Arabic numerals are used.

---

(1) Though this is the general rule the following alternative is given for those who, as a matter of principle, use specific copies of films or filmstrips as basis for the descriptive cataloguing. In this case the physical description will bear reference exclusively to the specific copy and variations are noted at the bottom of the card at the line preceding the added entries, as follows:

_____ Another issue. 35 mm.

_____ Another issue. b&w

_____ Another issue. double fr.

COAL COUNTRY (Film) U.S. 53-213-a
Flory Films, New York, N.Y., U.S.A., 1948
18 min., sd., b&w, 16 mm. (America's resources series)

REBSLAGEREN (Film) Denm. 54-43-a
Urania Film, Copenhagen, Denmark, 1948
17 min., st., b&w, 16 mm. (Handvaerk der forsvinder, no.3)

MELANESIA (Filmstrip) U.S. 51-74-a
U.S. Dept. of the Navy, Washington, U.S.A., 1943
81 fr., colour, 35 mm. and disc: 2 s., 16 in., 33, 1/3rpm, 19 min. (Theatre of war series)

B. Extension of physical description

When special equipment is required for projection of the film, or when further specifications of the colour process or other physical features of the film are desirable, this information is noted.

Technicolour
A loop film
A three-dimensional film: Natural Vision. Technicolour.
Magnetic sound track(1)

C. Change of title

Titles under which a film or filmstrip has been previously released are noted.(2) If a descriptive card for that previous title has been issued earlier, the new card is to carry the same basic reference number with the addition of "R" for revised (cf. Section 4: Rules for the assignment of card reference numbers, under 3).

I WAS A FIREMAN U.K. 54-87-a

FIRES WERE STARTED (Film) U.K. 54-87 R-a
Ministry of Information, London, U.K., 1943.
Made by Crown Film Unit.
63 min., sd., b&w, 35 mm.
Previously released under the title: I was a fireman

D. Other versions

The relationship of a film or filmstrip to previously released versions, from which it differs with regard to content or sound,(3) is stated. If the film or filmstrip is known to contain footage from another picture, which is significant and can be easily identified, that information is recorded.

---

(1) It is desirable to add to this note the width of the soundtrack in order to indicate the specific equipment required for projection. The designation "Magnetic soundtrack " is to be given only in case the film in question is not available with an optical soundtrack.

(2) This does not refer to changes in title occuring in the making of foreign language versions. Such versions are to be catalogued following the Rules for the descriptive cataloguing of foreign language versions.

(3) This does not refer to changes in sound occurring in the making of foreign language versions. Such versions are to be catalogued following the Rules for the descriptive cataloguing of foreign language versions.

A reissue of the silent film with music and dialogue added.

An adaptation of the 1922 film of the same title.

Second version of Discovery, based on a previously issued film of the same title with scenes added from the film Little America.

Excerpts from Paramount's 1935 film of the same title; prepared for school use by the Audio-Visual Committee of the National Council for Social Studies.

E. Related material

Related film material (films or filmstrips) designed for use with the film or filmstrip being catalogued is noted.

Related filmstrip: Citrus harvesting methods.

Related film of the same title.

Accompanying materials such as teachers' manuals, commentaries, lecture notes, etc.(1) which are designed to assist in the presentation of a film or filmstrip, are noted using the terminology appearing on the material itself.

With instructor's manual.

With teacher's guide.

5. CREDITS AND CAST

Credits of individuals or organizations concerned in the production of a film or filmstrip are recorded when prominently named and when the nature of the film or filmstrip catalogued makes their contribution of special significance. This principle applies particularly to educational or technical advisers, collaborators specialized in the subject, illustrators and certain directors.

MODERNISM (Filmstrip) U.S. 52-47-a
Encyclopaedia Britannica Films, Wilmette, Ill., U.S.A., 1950
62 fr., colour, 35 mm. (Contemporary American painting series)
Credits: Collaborator: Daniel Catton Rich.

Le VAMPIRE (Film) France 54-56-a
Jean Painlevé, Paris, France, 1943
10 min., sd., b&w, 35 mm.
Credits: Director, Jean Painlevé

6. SUMMARY

The summary should describe succinctly but accurately and objectively the content of the film or filmstrip, and should be specific enough to serve as a basis for the assignment of the subject classification. No evaluative words or phrases, either commendatory or condemnatory should be included in the summary.

---

(1) Not to be confused with scenarios, shooting scripts, etc.

GRONT GULD (Film) Sweden 54-38-a
Dept. of Public Information of the United Nations, New York, U.S.A., 1948. Made by Svensk Film Industri, Stockholm, Sweden.
23 min., sd., b&w, 35 mm.
Summary: Deals with the world problems of timber, trade and conservation of forests. Indicates the rôle played by FAO in developing timber production around the world.

MEANING OF LONG DIVISION (Film) U.S. 51-4-a
Encyclopaedia Britannica Films, Wilmette, Ill., U.S.A., 1947
11 min., sd., b&w, 16 mm.
Summary: Pictures by animation and live action, two children solving problems in long division in their 8th grade home room.

MAN OVERBOARD; EMERGENCY DRILL (Filmstrip) U.S. 54-134-a
U.S. Dept. of the Navy, Washington, U.S.A., 1942. Made by Hal Reiff Studios.
20 fr., b&w, 35 mm. and disc: 2 s. 16 in., 33, 1/3rpm., 20 min.
Summary: Shows how to rescue a man overboard, launch a boat, give signals and secure the boat after the rescue.

7. CONTINUATIONS

Films or filmstrips released in a series are generally catalogued separately (cf. 14 A). Films or filmstrips issued in a series and catalogued as a collection are entered under the latest title of the series. Changes in title of producing company are noted. Inclusive dates are given. The number of reels or filmstrips is stated, followed by the elements of physical description that are common to all of the reels, with any variations that can be succinctly noted.

6 filmstrips (27 fr. each), colour, 35 mm.
8 filmstrips (27 fr. each) in 1 roll, colour, 35 mm.
8 reels (11 min. each), sd., b&w, 16 mm.
4 filmstrips (28 fr. each), b&w (pt. 1 in colour), 35 mm. and 4 discs (1 s. each), 12 in., 78 rpm.

Other variations are given following the special titles in a contents note or as the first separate note.

8 filmstrips in 1 roll, colour, 35 mm.
Contents: 1. Two to make friends. 29 fr. - 2. Bob's little shadow. 27 fr. - 3. Quarrel, quarrel. 28 fr. - 4. Freddy becomes friendly. 27 fr. - 5. Janet's English friends. 27 fr. - 6. Janet's French friends. 27 fr. - 7. Janet's Basque friends. 27 fr. - 8. Friends everywhere. 24 fr.

4 filmstrips, colour, 35 mm.
Part 1, 41 fr.: pt. 2, 44 fr.; pt. 3, 49 fr.; pt. 4, 45 fr.

The contents note may be given separately following a summary, or it may substitute for a summary.

Credits are given following the contents. Variations may be given in the contents note.

Credits: Photographer, pts. 1-4, Bill Gottlieb; pts. 5-8, Orville Goldner.
Contents: 1. Chico learns to read. 40 fr. Produced and written by Margaret Bradfield; illustrator, Jean George. 2. Fiesta day. 42 fr. Produced and written by Margaret Bradfield; illustrator, Carlos Lopez. 3. José harvests bananas. 38 fr. Produced and written by Margaret Bradfield; illustrator, Donald B. Gooch. 4. Market day at Cuzco. 39 fr. Producer, Margaret Bradfield. 5. The silver-studded belt. 43 fr. Producer, Margaret Bradfield; written by Constance Caley; illustrator, David Osler. 6. Vacation on the Pampas. 41 fr. Produced and written by Margaret Bradfield; illustrator, Carl Guldberg.

8. ADDED ENTRIES

The following tracings for added entries are to be recorded where applicable, in this order:

A. Subject references: For each entry either the Universal Decimal Classification notation (preceded by the abbreviation U.D.C.) or the Dewey Decimal Classification notation (preceded by the abbreviation D.C.) is recorded.

B. Series reference. The title of the series followed by the number of the film or filmstrip in that series is noted, preceded by the word: "Series".

9. ISSUING BODY

The name of the body responsible for issuing the card is recorded.

II. RULES FOR DESCRIPTIVE CATALOGUING OF FOREIGN LANGUAGE VERSIONS

1. ENTRIES

Aa Title. Foreign language versions of films or Filmstrips are entered under the foreign language title under which they are released, followed by the explanatory phrase "Film" (or "Motion Picture") or "Filmstrip" enclosed within parentheses and the phrase: "Dubbed version of ...." (follows the title of the original version) or "Sub-titled version of ....", e.g.:

HEALTHY CHILDREN (Film) — Denm. 53-56-al
Dubbed version of: Sunde Børn

ALIMENTOS Y BOCAS (Filmstrip) — U.K. 54-217-al
Sub-titled version of: Food and people

Ab Transcription of title Cf. I 1 Ab

B. Card reference number. cf. Section 4: Rules for the assignment of card reference numbers.

2. PRODUCTION AND DATE OF RELEASE

The information as it appears on the descriptive catalogue card for the original version is given.(1) Cf. I 2.

Les INCENDIAIRES (Film) — U.K. 54-87-al
Dubbed version of: Fires were started (Film)
Ministry of Information, London, U.K., 1943.
Made by Crown Film Unit.

3. PHYSICAL DESCRIPTION

Cf. I 3. The physical description for the foreign language version is given in full even if it is the same as for the original version, which is not necessarily the case.

4. NOTES

A. Series. Cf. I 4 A. If the series is issued under a title in the language of the version, that title is given; if not, the series title as it appears on the card for the original version is recorded.

B. Extension of physical description. Cf. I 4 B. Only information which refers to the foreign language version is to be given.

C. Change of title. Cf I 4 C. Refers only to titles under which the foreign language version has previously been released in that foreign language.

Les POMPIERS (Film) — U.K. 54-87-al

Les INCENDIAIRES (Film) — U.K. 54-87 R-al
Dubbed version of: Fires were started (Film)
Ministry of Information, London, U.K., 1943.
Made by Crown Film Unit. 63 min., sd., b&w,
35 mm. (Série: Prévention des incendies).
Previously released under the title: Les pompiers.

---

(1) The year of release refers to the original version and not to that of the foreign language version, in case these are different.

D. Other versions. Cf. I 4 D. Refers only to the relationship of the foreign language version to previously released versions in that foreign language.

E. Related material. Cf. I 4 E. Refers only to related materials existing in the language of the foreign language version.

5. CREDITS

Cf. I 5. Refers only to individuals or organizations concerned in particular in the production of the foreign language version.

Der KATHODENSTRAHL OSZILLOGRAPH (Film)
Dubbed version of: The Cathode Ray Oscillograph
. . . . . .
Credits: Commentary writer: Prof. P. Schultz

6. CONTINUATIONS

Cf. I 7. Refers only to series in a foreign language version.

7. ISSUING BODY

Cf. I 9.

SECTION 2

RULES FOR RECORDING EVALUATION DATA

1. ENTRIES

A. Title. The title to be entered is the title of the original version of the film or filmstrip as it appears on the descriptive catalogue card for the original version, followed by the phrase "Film" (or "Motion picture") or "Filmstrip" enclosed within parentheses.

B. Card reference number. Cf. Section 4: Rules for the assignment of card reference numbers.

2. CONTENTS

The contents of the film or filmstrip should be described accurately and objectively in such detail as the available space allows for long enough to understand precisely what the film or filmstrip intends to convey and indicating the relative length of the different sections. It should give the theme and setting of the film or filmstrip and, if applicable, pertinent information about prominent people and groups and significant places.

3. COMMENTS

Under this heading an evaluation of the film or filmstrip is given to assist film users in selecting films and filmstrips based on the assessment of experts.

As each case will be different, no rules for evaluation are given. Reference is made to the Manual for evaluators of films and filmstrips, prepared under the auspices of the Educational Film Library Association (New York), Unesco, Paris, 1956, which sets out general principles, illustrated by examples.

Evaluations may include:

(i) Statements about: (a) correctness and authenticity; (b) up-to-dateness of facts given; (c) any bias in selection and presentation of facts including important omissions.

(ii) An assessment of the exposition stating: (a) whether the information (visual and verbal) is presented in an organized manner; (b) whether items irrelevant to the theme are included.

(iii) An assessment of the technical quality of the film to include photography, diagram work, editing and sound.

(iv) General impressions including other matters which may be of importance to film users.

4. TYPE

Under type or treatment or style of treatment, the method used in telling the story is described by means of key words. The appendix gives a non-restrictive list of definitions of the main types of films and filmstrips. A film or filmstrip may be classified as of more than one type.

5. GRADING

Gradings are recorded in relation to suggested audiences and users. The choice of the words or phrases to indicate gradings is left to the evaluator. Words and phrases (or a selection of them) which may be useful are:

Highly recommended; Excellent

Recommended; Good

Suitable

Fair

Doubtful

Not recommended; Poor; Unsuitable.

A single film or filmstrip may call for more than one grading, e.g.

Recommended for specialists; suitable for general audiences

6. EVALUATOR

The name of the commission, panel or body responsible for the evaluation is recorded.

7. ISSUING BODY

The name of the body responsible for issuing the card is recorded.

SECTION 3

RULES FOR RECORDING AVAILABILITY DATA

I. RULES FOR RECORDING INTERNATIONAL AVAILABILITY DATA

1. ENTRIES

A. Title. The title to be entered is the title of the original version of the film or filmstrip as it appears on the descriptive catalogue card for the original version, followed by the phrase "Film" (or "Motion picture") or "Filmstrip" in parentheses.

B. Card reference number. Cf. Section 4: Rules for the assignment of card reference numbers.

2. VERSIONS

The languages of all existing versions are recorded preceded by arabic numerals; the language of the original version is followed by those of the foreign language versions in alphabetical order. A sub-titled version counts as a foreign language version, the language of that version is to be followed by the phrase "sub-titled", in parentheses.

3. OWNER OF RIGHTS

The name and full address of the individual, company, institution or organization holding the overall rights is entered, followed by such information on availability as is applicable; this information is recorded by means of the symbols listed hereafter under 9.

4. COMMERCIAL DISTRIBUTION

The name and full address of the individual, company, institution or organization to whom the owner of the rights has assigned the commercial rights (synonymous with the distributor holding the original commercial rights) is recorded, followed by information on availability (Cf I 9).

Commercial use (also termed as theatrical use) usually applies to the exhibition of films for public entertainment by an individual, company or organization engaged in providing public entertainment in order to make a profit.

5. NON COMMERCIAL DISTRIBUTION

The name and full address of the individual, company, institution or organization to whom the owner of the rights has assigned the non-commercial rights (synonymous with the distributor holding the original non-commercial rights) is recorded, followed by information on availability (Cf I 9).

Non-commercial use, also termed non-theatrical use, usually refers to the exhibition of films and filmstrips when one or more of the following conditions apply:

(a) no admission is charged

(b) the motive is not entertainment

(c) the sponsors are not normally engaged in the entertainment business.

Note A: Exhibition may still be non-commercial when admission is charged (in the cases under (b) and (c), or when annual membership fees are collected (in all three cases) either to finance the showing(s) or to raise funds to benefit the voluntary organization sponsoring the exhibition.

NOTE B: In certain countries the terms "Educational use" and "Classroom use" (réservé à l'enseignement) are employed to indicate special categories under non-commercial use. The term "Classroom use" is self explanatory, whereas the term "Educational use" covers all exhibitions in classrooms or in connexion with meetings, public or private, the purpose of which is the education of the audience. In both cases, there is no profit motive involved and normally admission is not charged. The assignment of rights for educational use or classroom use has, however, not yet been practised in the international field and for this reason no provision in relation to it has been made.

6. TELEVISION DISTRIBUTION

The name and full address of the individual, company, institution or organization to whom the owner has assigned the television rights (synonymous with the distributor holding the original television rights) is recorded, followed by information on clearance (see below) and by information on availability (Cf I 9).

Television use applies to the exhibition of films and filmstrips by means of broadcasting over a television station or network.

Clearance indicates for what country, countries or region the film or filmstrip has been cleared for broadcast or television. In certain cases clearance may not be the same for image and soundtrack and in that case the countries should be named for each item separately:

Examples:

(a) The image has been cleared for all countries but no arrangements have been made in relation to the soundtrack; in this case the entry should read: "image all countries".

(b) The image has been cleared for all countries, but the soundtrack only for those countries which adhered to the Bern Convention; in this case the entry should read: "image: all countries, sound: countries Bern Convention".

Note: "Clearance" indicates that:

(a) the producer and/or distributor has been granted the right by all those concerned in the production of the film or filmstrip (under contract or not) to permit the release to TV:

(b) and/or that arrangements have been made with a national association which permit broadcasting, providing royalties are paid to such an organization. Special attention must be given to clearance of the soundtrack, including the musical score and its performance, particularly when recorded music is used. Producers or distributors releasing a film for TV in the United States of America are required by one network to sign the following clause:

> "We warrant that said picture is duly licensed under applicable laws in each State and that we have the right to grant this lease and licence for broadcasting the print, and the sound track forming a part thereof, by television and that such broadcasting will not violate any rights of others, and we agree toindemnify and hold you, the owners and operators of your affiliated stations, your and their officers, directors, agents, stockholders, employees and your and their successors, harmless from and against any and all claims, damages, liabilities, costs and expenses, including attorneys' fee arising out of the broadcasting of the print, including the soundtrack forming a part thereof, by television".

7. CERTIFICATION

Educational visa, i.e. visa awarded by educational authorities or recognized educational institutions are recorded including certificates referred to in Article IV of the Unesco - sponsored Agreement for Facilitating the International Circulation of Visual and Auditory Materials of an Educational, Scientific and Cultural character. (Revision of 7 December 1948 - Unesco Document WS/031.58 of 23 March 1951).

8. ISSUING BODY

The name of the body responsible for issuing the card is recorded.

9. RECORDING AVAILABILITY DATA

The widths of the film or filmstrip which are available are to be recorded in each case (Cf I 4, 5 and 6) followed by further availability data which are recorded by means of the following symbols:

A: for outright purchase per copy. The use which can be made of prints which have been bought outright is determined by the conditions of the bill of sale. Normally the print cannot be duplicated.

B: for outright purchase of duplicating rights. The use which can be made of duplicate prints is determined by the conditions of the bill of sale.

C: rental, indicating that the film or filmstrip is available against a rental fee for use for a limited showing or period in accordance with the terms of the rental agreement. It is understood that availability for rental is limited to the country in which the distributor is located, unless otherwise indicated.

D: long-term lease, indicating that copies of the film or filmstrip are available for lease during an extended period. They may not be duplicated, must be returned at the end of the lease period and may be used only in accordance with the terms of the lease.

E: free loan, indicating that the film or filmstrip is available without charge for a limited showing or period, and may be used only in accordance with the terms of the loan agreement. It is understood that availability on free loan is limited to the country in which the distributor is located unless otherwise indicated.

Particular conditions on availability under the above categories are indicated by means of the following symbols:

a: right to modify the soundtrack (e.g. by adding a magnetic soundtrack).

b: right to re-edit image and sound (sometimes indicated by the phrase: "stock footage"); the purchaser may extract footage from the film or filmstrip for use in making a new subject, either with or without the addition of footage from other sources.

c: replacement footage is available to repair damage during the life of a film, when it is purchased, or during the term of the lease.

The two categories of symbols can be combined, e.g. as follows:

Aa: outright purchase per copy; right to change soundtrack accorded.

Bbc: outright purchase of duplicating rights; right to re-edit the film or filmstrip accorded; replacement footage available.

The symbol E for free loan may be followed by an indication with regard to restrictions, e.g.:

E educ. inst.: free loan to educational institutes only.

If a film or filmstrip is available in different widths under different conditions of availability, a complete record is given for each width - separated by a dash.

Examples:

35 mm.& 16 mm: A; C. The film is available for outright purchase per copy and for rental in both the 35 mm. and the 16 mm. sizes.

35 mm.: C - 16 mm. A. The film is available for rental in the 35 mm. size and for outright purchase per copy in the 16 mm. size.

II. RULES FOR RECORDING NATIONAL AVAILABILITY DATA

1. ENTRIES

A. Title. The title to be entered is the title of the original version of the film or filmstrip as it appears on the descriptive catalogue card for the original version, followed by the phrase "Film" (or "Motion picture") or "Filmstrip" in parentheses.

B. Card reference number. Cf. Section 4: Rules for the assignment of card reference numbers.

2. VERSIONS

The languages of all existing versions are recorded preceded by arabic numerals; the language of the original version is given followed by those of the foreign language versions in alphabetical order. A sub-titled version counts as a foreign language version, the language of that version is to be followed by the phrase "sub-titled", in parentheses.

3. TABLE FOR NATIONAL AVAILABILITY DATA

The table has three columns for:

(a) Distributors abbreviated: "Distr." under which the names of national distributors or libraries or, usually, the abbreviations of their names are recorded.

(b) Versions, under which are recorded the versions which each distributor or library has available; this is done by means of arabic numerals which refer to the numeral given under the entry versions (Cf. above under II 2).

(c) Availability, under this column are recorded in that order:

(i) the nature of the rights which have been assigned to each distributor, i.e. commercial rights (abbreviated: "Com".); non-commercial rights (abbreviated: "Non-com".); or television rights (abbreviated: "TV").

For film and filmstrip libraries to which no such rights have been assigned, the above is not applicable.

(ii) the widths of the film or filmstrip which each distributor or library has available.

(iii) information on availability which is recorded by means of the symbols given previously (Cf I 9).

4. ISSUING BODY

The name of the body responsible for issuing the card is recorded.

SECTION 4

RULES FOR THE ASSIGNMENT OF CARD REFERENCE NUMBERS

1. Basic reference number

To each film or filmstrip catalogued, a reference number is assigned in the country in which the film or filmstrip is catalogued. The number is ordinarily assigned at the time the descriptive card is prepared, or sooner, if possible. The reference number includes: (1) the name of the country in which the card is prepared (up to seven letters) or an abbreviation designating this country; (2) the last two numerals of the year in which the card was prepared; and (3) a serial number to indicate the chronological place of the film in the country's card output for that year. For example, "France 54-12" indicates that the card was prepared in France during 1954 and that it was the twelfth card made in France in that year.

2. Type of card

Following the basic reference numbers and separated from it by a dash, the letters a, b, c, d are used to designate the type of card (a for a descriptive card, b for an evaluation card, c for an international availability card, d for a national availability card) and consecutive numbers to identify descriptive cards for different language versions as follows:

a descriptive card for the original version. See card 1 in the attached examples

a1, a2, etc. Descriptive cards for foreign language versions; the numerals are assigned in the order in which those versions are catalogued.(1) See card 2.

b evaluation card. See card 3.

c international availability card. See card 4.

d national availability card.(2) See card 5.

These cards are filed in the order indicated and constitute a set of cards for a specific film. (It is noted that for reasons of simplification, the rules do not foresee that separate evaluation and availability cards are made out for each foreign language version).

3. Revised films

Unless films are revised to the extent that they are to be considered as new films, revised films, whether or not the title is changed, are given the same basic reference number as the original version, with the addition of the letter "R" for the first revision and the addition of numerals to designate subsequent revisions. For example, "France 54-12 R" and "France 54-12 R2" designate the first and second revisions of the film originally assigned the number "France 54-12". For each revision, an a-b-c-d set of cards will be prepared. (See cards 6-10 in the attached examples, which is the set of cards for the first revision of a United States film assigned the number "U.S. 52-1234". See also cards 11, 12, 15, 16 and 17 which are the set of cards for the second revision of the same film).

---

(1) The basic reference number on descriptive cards for foreign language versions is the same as that on the descriptive card for the original version. This also applies to the figure which indicates the year of issue even in case a foreign language card is prepared in a year which differs from that in which the card for the original version was prepared.

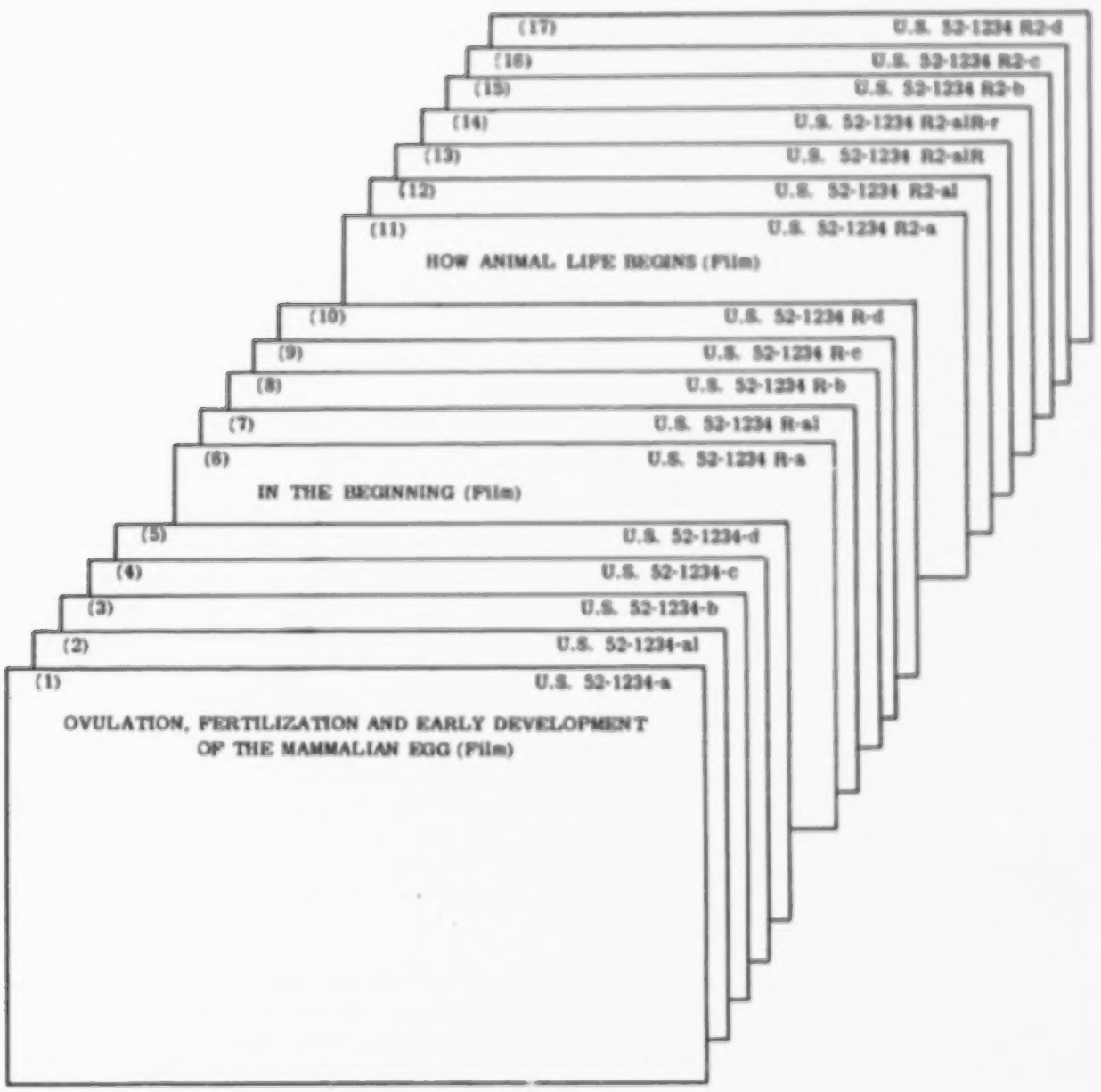
(2) If the national availability card is made out in a country other than that in which the a, b, c cards were produced, the names of both countries (or their abbreviations) appear in the reference number in that order. E.g. "U.K.: U.S. 52-1234-d" indicates a national availability card prepared in the United Kingdom on a film for which the a, b, c cards were prepared in the United States of America under the basic reference number "U.S. 52-1234".

Revisions of foreign language versions are indicated in the same manner as revisions of the original version. This involves the addition of another "R". See card 13. (As mentioned above under 2, last paragraph, the rules do not foresee that separate evaluation and availability cards be made out for foreign language versions. If such a version is revised to the extent that a new evaluation is required, it is to be considered as a new film).

4. Revised cards

A revision of the descriptive, evaluation or availability cards is indicated by the letter "r" at the end of the card reference number and separated from it by a dash. See card 14.

Illustrative file of reference cards


(17) U.S. 52-1234 R2-d
(16) U.S. 52-1234 R2-c
(15) U.S. 52-1234 R2-b
(14) U.S. 52-1234 R2-alR-r
(13) U.S. 52-1234 R2-alR
(12) U.S. 52-1234 R2-al
(11) U.S. 52-1234 R2-a
HOW ANIMAL LIFE BEGINS (Film)
(10) U.S. 52-1234 R-d
(9) U.S. 52-1234 R-c
(8) U.S. 52-1234 R-b
(7) U.S. 52-1234 R-al
(6) U.S. 52-1234 R-a
IN THE BEGINNING (Film)
(5) U.S. 52-1234-d
(4) U.S. 52-1234-c
(3) U.S. 52-1234-b
(2) U.S. 52-1234-al
(1) U.S. 52-1234-a
OVULATION, FERTILIZATION AND EARLY DEVELOPMENT OF THE MAMMALIAN EGG (Film)

SECTION 5

SPECIFICATIONS FOR 3" x 5" (7.5 cm. x 12.5 cm.) CARDS

The following specifications are based on the proposals made by the Technical Committee 46 of the International Standards Organization and published in its document ISO/TC 46 (Secr. 98) 173 E/F of 4 February 1952.

The ISO proposal gives dimensions in millimeters only, the dimensions in inches, added in brackets, are unofficial.

The specifications apply to descriptive catalogue cards, and international availability cards. They also apply to national availability cards when printed; if these are made out on a typewriter, the lateral margin can be omitted. The specifications 1 and 2 do not apply to the evaluation cards where both the upper and the lateral margins can be omitted.

1. Upper margin: A margin of 10 mm. (3/8") should be reserved at the top of the card.

2. Lateral margin: Allow a left-hand margin in such a way that the width of the text does not exceed 100 mm. (4") from the right-hand edge.

3. Position of the perforations: Allow for the position of the perforation on the card to be marked by a circle of 8 mm. (5/16") diameter, the centre being 62.5 mm. (2 1/2") from the right-hand edge and 64 mm. (2 9/16") from the upper edge.

SECTION 6

RULES FOR THE COMPLETION OF THE DATA SHEET

Filling in of Forms

The form should be filled in if possible by means of a typewriter. Entries which are italicized are not to be filled in.

The forms are of the A 4 international standard size (8 1/4" x 11 3/4", or 21 cm. x 29.7 cm.). A margin of 5/8" (15 mm.) is allowed at the left-hand side so that holes may be punched.

Section 1

Title

Enter the film or filmstrip under the title under which it is released, followed by the explanatory phrase "Film" (or "Motion picture") or "Filmstrip" in parentheses.

An alternative title is transcribed following the title proper.

A sub-title or amplification of the title is recorded as given on the film or filmstrip.

For each foreign language version of a film or filmstrip, whether dubbed or sub-titled, if released under a title other than that of the original version, a separate sheet must be completed, but information which applies equally to the original version and the foreign language version and which has therefore already been given on the sheet for the original version is not repeated. The title of the foreign language version is to be followed by the phrase: " . . . dubbed version of: . . ." (the phrase is preceded by the language of the version in question and followed by the title of the original version or "... sub-titled version of: ..." (as above).

If in bilingual or multilingual countries a film or filmstrip is issued simultaneoulsy in more than one language, it is up to the producer or sponsor of the film or filmstrip to indicate which version he considers, or choses to be the original one.

Locations:(1)

Means the premises, studios and other location at which the film has been photographed.

Language of foreign versions:(2)

Enter languages of all existing foreign language versions. For sub-titled language versions, the language is followed by the word "sub-titled" in parentheses.

Section 2

Sponsor:(1)

Enter the name and full address of the sponsor, i.e. the company, institution, organization or individual who brings a film or filmstrip into existence, not directly but by the employment of a production company.

Enter also the year of production and the year of release.

---

(1) Does not apply to foreign language versions.

(2) For foreign language versions, enter only the names of collaborators concerned with the foreign language version in question, e.g. the commentary writer.

Production organization:[1]

Enter the name and full address of the company, institution, organization or individual who exercises the immediate overall responsibility for the physical processes involved in making a film or filmstrip.

Producer, director, etc.:[2]

Credits of individuals, or organizations concerned in the production of a film and filmstrip are recorded in general and in particular when prominently named and when the nature of the film or filmstrip makes their contribution of special significance, e.g. educational or technical advisors, collaborators specialized in the subject, illustrators and certain directors. Blank space has been left under this section for adding categories of technicians or collaborators not foreseen on the sheet.

Section 3

Physical description:[3]

Under physical description, the following entries are recorded in that order, and the following abbreviations are to be used:

A.	for films:		
	(a)	duration in minutes	min.
	(b)	sound or silent or silent at sound speed	sd. si. si. at sd. speed
	(c)	colour or black and white or a combination of these	colour b&w colour with b&w sequences b&w with colour sequences
	(d)	width in millimetres	mm.
B.	for filmstrips:		
	(a)	number of frames	fr.
	(b)	size of frame, but only if the size is different from that of a single frame, i.e. for filmstrips with double frame pictures only	double fr.
	(c)	width in millimetres	mm.
	(d)	data on synchronized recordings accompanying the filmstrip:	

---

(1) Does not apply to foreign language versions.

(2) For foreign language versions, enter only the names of collaborators concerned with the foreign language version in question, e.g. the commentary writer.

(3) For foreign language versions, the physical description is to be given only if it differs from that of the original version. E.g. the latter may be available in 35 mm. and 16 mm. and the foreign language version only in 16 mm. In such a case a complete physical description must be given.

I.	for discs:		
	(i)	the phrase "and disc."	-
	(ii)	number of sides	s.
	(iii)	diameter in cm. or inches	cm., in.
	(iv)	playing speed in revolutions per minute	rpm.
	(v)	total playing time in minutes	min.
II.	for tape recordings:		
	(i)	the phrase "and tape"	-
	(ii)	number of reels	reel(s) in full
	(iii)	diameter of reels in cm. or inches in parentheses	cm., in.
	(iv)	width of tape in mm. or inches, entered as follows:	... mm. tape ... in. tape
	(v)	speed of tape in cm. or inches per second	cm. per sec. in. per sec.
	(vi)	total playing time in minutes	min.
III.	for wire recordings:		
		the number of spools	

When copies of a film or filmstrip are available in different sizes and in case these differ in regard to other characteristics, a complete physical description - except for duration, which is indicated only once - is given for each size, to be separated from each other by a dash.

Examples:

23 min., sd., colour, b&w, 35 mm, 16 mm.
The film is available in colour and black and white in both the 35 mm. and 16 mm. sizes.

23 min., sd., colour, b&w, 35 mm. - sd. b&w, 16 mm.
The film is available in colour and black and white in the 35 mm. size, but only in black and white in the 16 mm. size.

Series title and no.[1]

If a film or filmstrip is produced as part of a series, the series title is recorded followed by the number of the film or filmstrip in that series.

---

(1) For foreign language versions, the series title and number are to be entered only if the series is issued under a title in the language of the foreign language version in question.

System of sound, colour, stereo[1]

Enter under: system of sound, such information as: "R.C.A. var. density" or: "magnetic" (this only if the film in question is not available with an optical soundtrack) and indicate the width of the magnetic sound track.

Enter under: system of colour, such information as: "Technicolor" or "Kodachrome".

Enter under: system of stereo the names of true stereoscopic systems such as "Natural Vision" or the names of systems by means of which a stereoscopic impression is obtained such as "Vistavision", "Cinemascope", etc.

Related materials[2]

Enter all materials which have a direct relationship with the film or filmstrip under consideration such as other films and filmstrips: title followed by the word "Film" or "Filmstrip" in parentheses; series of slides: enter number of slides, size in cm. or inches (e.g. 12 slides, 5 x 5 cm.); recordings, photographs, wall charts, models, etc. (enter e.g.: 12 photographs); study guides, teaching notes, etc. using the terminology used in the material in question.

Type and purpose [3]

State type of the film or filmstrip and indicate its purpose and to which audience category(ies) it is addressed. In the appendix to these rules, a non-restrictive list of definitions of the main types of films and filmstrips is given. A film or filmstrip may be classified as of more than one type.

Summary

The summary should describe accurately and objectively the content of the film, and should be specific enough to serve as a basis for the assignment of subject headings. No evaluative words or phrases either commendatory or condemnatory should be included in the summary. It should also give, if applicable, pertinent information about prominent people and groups and significant places.

If the summary takes more space than the sheet allows for, it can be continued under "NOTES" or be given on a separate piece of paper.

Section 4[3]

Owner of rights:

Enter the name and full address of the individual, company, institution or organization holding the overall rights and, on the following line, such information on availability as is applicable.

The widths of films or filmstrips which are available are recorded, followed by further availability data which should preferably be recorded by means of the symbols given hereafter under: Symbols for availability.

---

(1) For foreign language versions, information under this heading should be given only if it differs from that for the original version.

(2) For foreign language versions only related materials existing in the language of the foreign language version in question, are to be entered.

(3) Does not apply to foreign language versions.

Commercial rights

Enter, if applicable, the name and full address of the individual, company, institution or organization to whom the owner of the rights has assigned the commercial rights (synonymous with the distributor holding the original commercial right's) and on the following line such information on availability as is applicable (see above under: Owner of rights).

Commercial use (also termed as non-theatrical use) generally applies to the exhibition of films for public entertainment by an individual, company or organization engaged in providing public entertainment in order to make a profit.

Non-commercial rights

As above for commercial rights:

Non-commercial use (also termed non-theatrical use) generally refers to the exhibition of films and filmstrips when one or more of the following conditions apply:

(a) no admission is charged

(b) the motive is not entertainment

(c) the sponsors are not normally engaged in the entertainment business.

Note: Exhibition may still be non-commercial when admission is charged (in the cases under (b) and (c)), or annual membership fees are collected (in all these cases) either to finance the showing(s) or to raise funds to benefit the voluntary organization sponsoring the exhibition.

Television rights

As above for commercial rights.

Television use applies to the exhibition of films and filmstrips of broadcasting over a television station or network.

Clearance

Indicates for what country, countries or region the film or filmstrip has been cleared for broadcast on television. In certain cases clearance may not be the same for image and soundtrack and in that case indications should be given for each item separately, e.g.:

The image has been cleared for all countries but no arrangements have been made in relation to the sound track; in this case the entry should read: "image: all countries".

The image has been cleared for all countries, but the soundtrack only for those countries which adhered to the Bern convention; in this case the entry should read: "image: all countries; sound: countries Bern convention".

Note: "Clearance" indicates that:

(a) the producer and/or distributor has been granted the right by all those concerned in the production of the film or filmstrip (under contract or not) to permit the release to TV;

(b) and/or that arrangements have been made with a national association which permit broadcasting providing royalties are paid to such an organization. Special attention must be given to the clearance of the soundtrack, including the musical score and its performance, particularly when recorded music is used.

Symbols for availability

Conditions of availability should preferably be recorded by means of the following symbols:

A: for outright purchase per copy. The use which can be made of prints which have been bought outright is determined by the conditions of the bill of sale. Normally the print cannot be duplicated.

B: for outright purchase of duplicating rights. The use which can be made of duplicate prints is determined by the conditions of the bill of sale.

C: rental, indicating that the film or filmstrip is available against a rental fee for use for a limited showing or period in accordance with the terms of the rental agreement. It is understood that availability for rental is limited to the country in which the distributor is located, unless otherwise indicated.

D: long-term lease, indicating that copies of the film or filmstrip are available for lease during an extended period. They may not be duplicated, must be returned at the end of the lease period and may be used only in accordance with the terms of the lease.

E: free loan, indicating that the film or filmstrip is available without charge for a limited showing or period, and may be used only in accordance with the terms of the loan agreement. It is understood that availability on free loan is limited to the country in which the distributor is located unless otherwise indicated.

Particular conditions on availability under the above categories are indicated by means of the following symbols:

a: right to modify the soundtrack (e.g. by adding a magnetic soundtrack).

b: right to re-edit image and sound (sometimes indicated by the phrase: "stock footage"); it means that the purchaser may extract footage from the film or filmstrip to use in making a new subject either with or without the addition of footage from other sources.

c: replacement footage is available to repair damage during the life of a film, when it is purchased, or during the term of the lease.

The two categories of symbols can be combined, e.g. as follows:

Aa: outright purchase per copy; right to change soundtrack accorded.

Bbc: outright purchase of duplicating rights; right to re-edit the film or filmstrip accorded; replacement footage available.

The symbol E for free loan may be followed by an indication with regard to restrictions, e.g.:

E educ. inst.: free loan to educational institutes only.

If a film or filmstrip is available in different widths under different conditions of availability, a complete record is given for each width - separated by a dash.

Examples:

35 mm. & 16 mm: A; C. The film is available for outright purchase per copy and for rental in both the 35 mm. and the 16 mm. sizes

35 mm: C - 16 mm. A. The film is available for rental in the 35 mm. size and for outright purchase per copy in the 16 mm. size.

Educational visa[1]

Educational visa, i.e. visas awarded by educational authorities or recognized educational institutions are recorded, including certificates referred to in Article IV of the Unesco-sponsored Agreement for Facilitating the International Circulation of Visual and Auditory Materials of an Educational, Scientific and Cultural Character (Revision of 7 December 1948 - Unesco Document WS/031.58 of 23 March 1951).

Section 5

Existing printing material[2]

The completion of this section is optional. It should, however, be filled out if the film or filmstrip under consideration is offered for exchange, e.g. under existing exchange agreements whereby printing materials are made available to the contracting parties and whereby the right to re-edit image and sound is accorded.

Section 6

A. Published reviews,[3] B. Notes:

A: Enter references to reviews of the film or filmstrip which have been published in periodicals in the following order: (a) Title of periodical; (b) Number of volume, abbreviated vol.; (c) Number of issue, abbreviated no.; (d) Place of publication; (e) Page reference. The information given is preceded by: "A:".

B: Enter significant information for which there is no provision on this sheet. It is important to state here, if applicable, the title(s) under which a film or filmstrip has been previously released and/or to state the relationship to previously released versions.[4]

Examples:

Previously released under the title: I was a fireman.
A reissue of the silent film with music and dialogue added.
An adaptation of the 1932 film of the same title.
Second version of Discovery, based on a previously issued film of the same title with scenes added from Little America.

Furthermore, under "Notes", information may be given on versions and related materials which are in preparation. The statement under this heading is preceded by: "B:".

Compiled by:

Enter the name of the body or person responsible for the completion of the sheet and the date of completion.

---

(1) For foreign language versions, this refers only to educational visa awarded to the foreign language version in question.

(2) For foreign language versions, information under this section (the completion of which is optional) should only be given if it differs from that for the original version.

(3) For foreign language versions, this refers only to reviews published in relation to the foreign language version in question.

(4) For foreign language versions, this refers only to titles under which the foreign language version has previously been released in that language and/or to the relationship of the foreign language version to previously released versions in that foreign language.

APPENDIX

DEFINITIONS OF THE MAIN TYPES OF FILMS AND FILMSTRIPS

In the following the word film is intended to include filmstrips:

"Factual"	A factual film lays emphasis upon the events with which it deals.
"Record"	Film in which phenomena are registered or represented as they normally occur.
"Documentary"	Film utilizing material, actual or reconstructed, drawn from real life and based on a sociological theme, or having a sociological reference.
"Information"	Factual film of typical life and scenes, principally of interest value, not necessarily instructional.
"Instructional"	A film to aid the acquisition of knowledge.
"Training"	A film designed to help in acquiring a technique for a specific purpose.
"Research"	A film made for the better observation of phenomena on which research is being carried out.
"Demonstration"	Film representing phenomena arranged specifically for the camera.
"Descriptive"	A descriptive film presents a group of facts in a coherent form, but without showing the group's relation to, or interaction with, groups exterior to itself.
"Interpretative"	Film used to interpret scientific facts to a lay audience.
"Integrational"	An integrational film presents a group of facts and shows how they may be interrelated to form a complete item of knowledge.
"Actuality"	Film recording an actual event or events without acting, special posing or reconstruction.
"Newsreel"	Actuality film of current events.
"Cine-magazine"	Short film composed of several diverse items of topical or general interest, after the manner of a printed magazine.
"Compilation"	Film composed essentially of individual films or extracts from films, each forming a separate and distinct contribution but which, as parts of a planned whole, make up an entity.
"Historical"	A film made to reconstruct or to describe events of a past era.
"Fictional"	A fictional film illustrates certain facts or ideas by the use of imaginary people or things.
"Biographical"	A biographical film lays emphasis upon the relation of a particular person or persons living or dead to a particular set of events.
"Motivation"	A motivation film is one which encourages, inspires or recommends a particular course of action.

UNESCO COUPONS

We should like to draw the attention of our readers to the Unesco Coupon Scheme, which may enable them to purchase materials listed in this periodical. Because it is often difficult to send money from country to country for the purchase of books, films, laboratory equipment, etc., Unesco has created a sort of international currency, the UNESCO COUPON. *These coupons enable schools, universities, teachers and students in many parts of the world to buy freely the materials which they need for study and research.*

UNESCO COUPONS *can be used to buy:*

books

periodicals

photocopies

microfilm copies

art reproductions

charts, globes, maps, sheet music

gramophone records

the following categories of educational films:

(a) screening prints and duplicate prints

(b) original negatives and duplicate negatives

as well as

(c) 16mm. raw film for printing the above categories of films

various categories of scientific material for education and research, such as:

optical instruments, balances and weights

laboratory glass-ware

electrical measuring instruments

analytical and clinical testing apparatus, etc.

UNESCO COUPONS *are on sale in most Member States which have currency restrictions. If you do not know where to obtain coupons, please consult your National Commission for Unesco or write to Unesco, Paris, for the information.*

The TRAVEL COUPON SCHEME, *which is designed to overcome the currency barriers to educational and cultural travel, is an extension of the Unesco Coupon Scheme described above. Travel Coupons are a form of international travellers'cheque. They provide the foreign exchange needed to enable travellers such as students, teachers and research workers to spend time abroad for study or research.*

For full details, please refer to the following explanatory leaflets:

UNESCO COUPONS

with separate addenda on

BOOK COUPONS

FILM COUPONS

COUPONS FOR SCIENTIFIC MATERIAL

INTRODUCING THE UNESCO TRAVEL COUPON

(containing the addresses of the national agencies responsible for the allocation and issue of coupons, and the banks where they may be cashed).

which may be obtained upon request from the:

UNESCO COUPON OFFICE
19, avenue Kléber,
Paris - 16e (France)

UNESCO PUBLICATIONS : NATIONAL DISTRIBUTORS

ALGERIA: Editions de l'Empire; 28 rue Michelet, ALGIERS.
ARGENTINA: Editorial Sudamericana S.A., Alsina 500, BUENOS AIRES.
AUSTRALIA: Melbourne University Press, 303 Flinders Street, Melbourne C.1, VICTORIA.
AUSTRIA: Verlag Georg Fromme & Co., Spengergasse 39, VIENNA V.
BELGIUM: Librairie Encyclopédique, 7 rue du Luxembourg, BRUSSELS IV. N.V. Standaard-Boekhandel, Belgiëlei 151, ANTWERP.
BRAZIL: Livraria Agir Editora, Rua México 98-B, Caixa Postal 3291, RIO DE JANEIRO.
CAMBODIA: Librairie Albert Portail, 14 Avenue Boulloche, PHNOM-PENH.
CANADA: University of Toronto Press, TORONTO 5. and *(for periodicals only)* Periodica Inc., 5090 Avenue Papineau, MONTREAL 34.
CEYLON: The Associated NEWSPAPERS of Ceylon Ltd. Lake House, P.O. Box 244, COLOMBO 1.
CHILE: Librería Universitaria, Alameda B. O'Higgins 1059, SANTIAGO.
CHINA: The World Book Company Ltd., 99 Chunking South Road. Section 1, TAIPEH, TAIWAN (Formosa).
COLOMBIA: Librería Central, Carrera 6-A No. 14-32, BOGOTA.
COSTA RICA: Trejos Hermanos, Apartado 1313. SAN JOSE.
CUBA: Librería Económica, Calle O'Reilly 505, HAVANA.
CZECHOSLOVAKIA: Artia Ltd., 30 Ve Smečkách, PRAGUE 2.
DENMARK: Ejnar Munksgaard Ltd., 6 Nörregade, COPENHAGEN K.
DOMINICAN REPUBLIC: Librería Dominicana, Mercedes 49, Apartado de Correos 656, CIUDAD TRUJILLO.
ECUADOR: Librería Científica, Luque 233, Casilla 362, GUAYAQUIL.
EGYPT: La Renaissance d'Egypte, 9 Sh. Adly-Pasha. CAIRO.
ETHIOPIA: International Press Agency, P.O. Box 120, ADDIS ABEBA.
FINLAND: Akateeminen Kirjakauppa, 2 Keskuskatu, HELSINKI.
FRANCE: Unesco Bookshop, 19 Avenue Kléber, PARIS 16e. Sales & Distribution Division, 19 Avenue Kléber, PARIS 16e.
FRENCH WEST INDIES: Librairie J. Bocage, rue Lavoir, FORT DE FRANCE (Martinique).
GERMANY: R. Oldenbourg K.G., Unesco-Vertrieb für Deutschland, Rosenheimerstrasse 145, MUNICH 8.
GREECE: Librairie H. Kauffmann, 28 rue du Stade, ATHENS.
HAITI: Librairie « A la Caravelle » 36 rue Roux, B.P.111, PORT-AU-PRINCE.
HONG KONG: Swindon Book Co., 25 Nathan Road, KOWLOON.
HUNGARY: Kultura, P.O. Box 1, Budapest, 53.
INDIA: Orient Longmans Private Ltd., Indian Mercantile Chamber, Nicol Road, BOMBAY 1. - 17 Chittaranjan Avenue CALCUTTA 13. - 36a. Mount Road, MADRAS 2. *Sub-Depots*: Oxford Book & Stationery Co., Scindia House, NEW DELHI. - Rajkamal Publications Ltd., Himalaya House, Hornby Road, BOMBAY 1.
INDONESIA: G.C.T. Van Dorp & Co., Djalan Nusantara 22, Posttrommel 85, DJAKARTA.
IRAN: Iranian National Commission for Unesco, Avenue du Musée, TEHERAN.
IRAQ: Mackenzie's Bookshop, BAGHDAD.
ISRAEL: Blumstein's Bookstores Ltd., P.O. Box 4154, TEL-AVIV.
ITALY: Libreria Commissionaria Sansoni, Via Gino Capponi 26, Casella Postale 552, FLORENCE.
JAMAICA: Sangster's Book Room, 99 Harbour Street, KINGSTON. Knox Educational Services, SPALDINGS.
JAPAN: Maruzen Co. Ltd., 6 Tori-Nichome, Nihonbashi, P.O. Box 605 Tokyo Central, TOKYO.
JORDAN: Joseph I. Bahous & Co., Dar ul-Kutub, Salt Road, P.O. Box 66, AMMAN.
KOREA: Korean National Commission for Unesco, Ministry of Education, SEOUL.
LEBANON: Librairie Universelle, Avenue des Français, BEIRUT.
LIBERIA: J. Momolu Kamara, 69 Front & Gurley Streets, MONROVIA.
LUXEMBOURG: Librairie Paul Bruck, 33 Grand-Rue, LUXEMBOURG.
MALAYAN FEDERATION AND SINGAPORE: Peter Chong & Co., Post Office Box 135, SINGAPORE.
MALTA: Sapienza's Library, 26 Kingsway, VALLETTA.
NETHERLANDS: N.V. Martinus Nijhoff, Lange Voorhout 9, THE HAGUE.
NEW ZEALAND: Unesco Publications Centre, 100 Hackthorne Road, CHRISTCHURCH.
NICARAGUA: A. Lanza e Hijos Co., Ltd., P.O. Box No. 52, MANAGUA.
NIGERIA: C.M.S. Bookshop, P.O. Box 174, LAGOS.
NORWAY: A.S. Bokhjørnet, Stortingsplass 7, OSLO.
PAKISTAN: Ferozons: 60 The Mall, LAHORE. Bunder Road, KARACHI. 35 The Mall, PESHAWAR.
PANAMA: Agencia Internacional de Publicaciones, Plaza de Arango No. 3, Apartado 2052, PANAMA, R.P.
PARAGUAY: Agencia de Librerías de Salvador Nizza, Calle Pte. Franco No. 39/43. ASUNCION.
PERU: Librería Mejía Baca, Jirón Azangaro 722, LIMA.
PHILIPPINES: Philippine Education Co, Inc., 1104 Castillejos, Quiapo,P.O. Box 620, MANILA.
PORTUGAL: Publicaçoes Europa-América Ltd., Rua das Fores 45, 1, LISBON.
PUERTO RICO: Pan American Book Co., P.O. Box 3511, SAN JUAN 17.
REPUBLIC OF IRELAND: The National Press, 16 South Frederick Street, DUBLIN.
SPAIN: Librería Científica Medinaceli, Duque de Medinaceli, 4, MADRID.
SURINAM: Radhakishun & Co. Ltd., (Book Dept.), Watermolenstraat 36, PARAMARIBO.
SWEDEN: A/B. C.E. Fritzes Kungl. Hovbokhandel, Fredsgatan 2, STOCKHOLM 16.
SWITZERLAND: Europa Verlag, 5 Rämistrasse, ZURICH. Payot, 40 rue du Marché, GENEVA.
TANGIER : Paul Fekete, 2 rue Cook, TANGIER.
THAILAND: Suksapan Panit, Mansion 9, Rajdamnern Avenue, BANGKOK.
TUNISIA: Victor Boukhors, 4 rue Nocard, TUNIS.
TURKEY: Librairie Hachette, 469 Istiklal Caddesi Beyoglu, ISTANBUL.
UNION OF BURMA: Burma Educational Bookshop, 551-3 Merchant Street, P.O. Box 222, RANGOON.
UNION OF SOUTH AFRICA: Van Schaik's Bookstore, Libri Building, Church Street, P.O. Box 724, PRETORIA.
UNITED KINGDOM: H.M. Stationery Office, P.O. Box 569. LONDON, S.E. 1.
* **UNITED STATES OF AMERICA**: Unesco Publications Center, 152 West 42nd Street, NEW YORK 36, N.Y. and *(Except periodicals)*: Columbia University Press, 2960, Broadway, NEW YORK, 27, N.Y.
URUGUAY: Unesco Centro de Cooperación Científica para América Latina, Bulevar Artigas 1320-24, Casilla de Correo 859, MONTEVIDEO. Oficina de Representación de Editoriales, 18 de Julio 1333, MONTEVIDEO.
U.S.S.R.: Mezhdunarodnaja Kniga, MOSCOW G-200.
VENEZUELA: Librería Villegas Venezolana, Av. Urdaneta, Esq. Las Ibarras, Edif. Riera, Apartado 2439, CARACAS.
VIET-NAM: Librairie Nouvelle Albert Portail, 185-193 rue Catinat, B.P. 283, SAIGON.
YUGOSLAVIA: Jugoslovenska Knjiga, Terazijo 27/11, BELGRADE.

P.O. Box 433
* now 317 E. 34 Th St. 10016

END 6-27

Price: $0.40; 2/-; 100 Fr.